



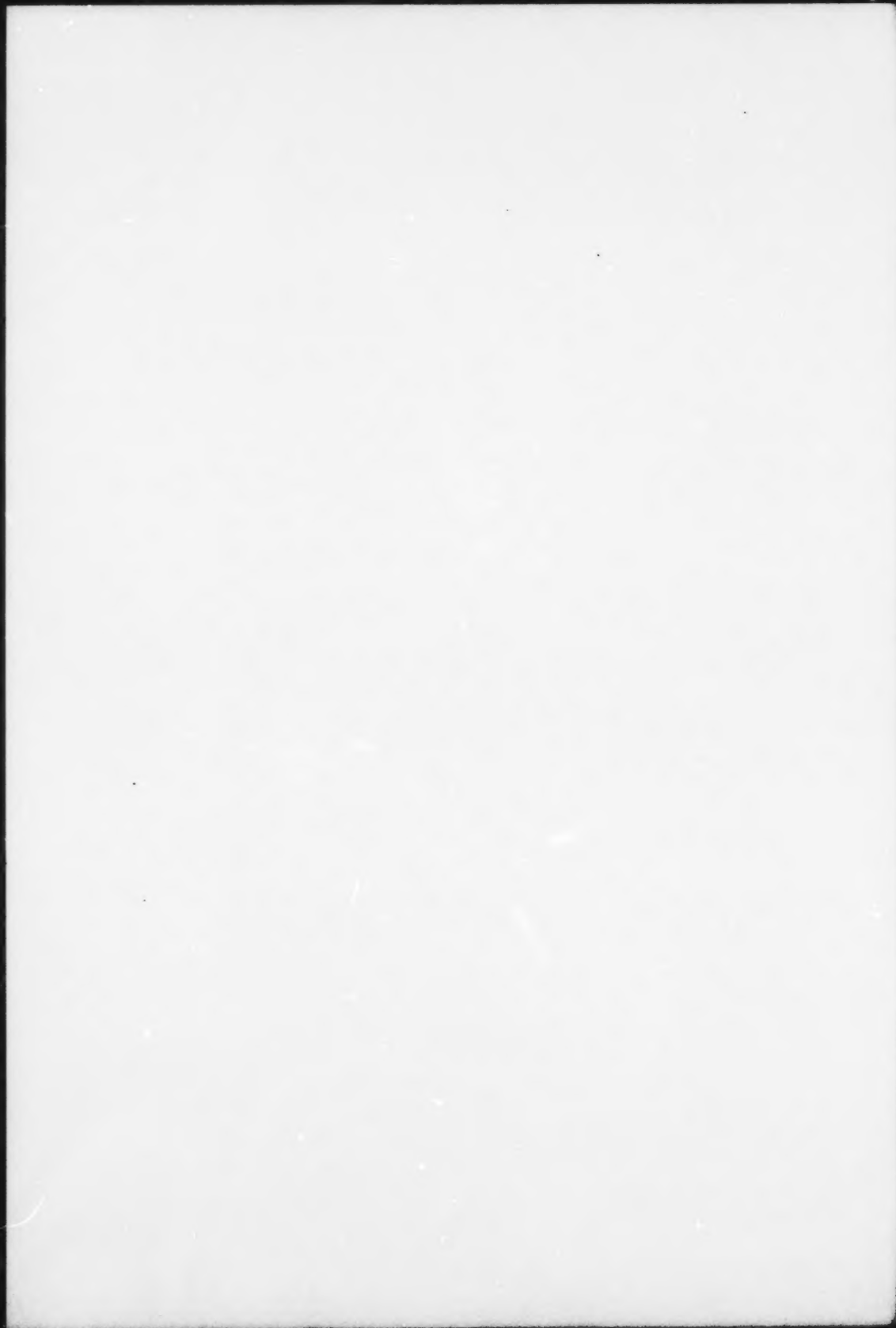
PRINCE EDWARD ISLAND

DEPARTMENT OF EDUCATION

1984

ANNUAL REPORT

FOR THE YEAR ENDING JUNE 30, 1984





The Honourable J. Aubin Doiron
Lieutenant Governor of the Province of
Prince Edward Island

May it Please Your Honour,

It is my privilege to present the Annual Report of the Department of Education for
the period July 1, 1983 to June 30, 1984.

Respectfully submitted,

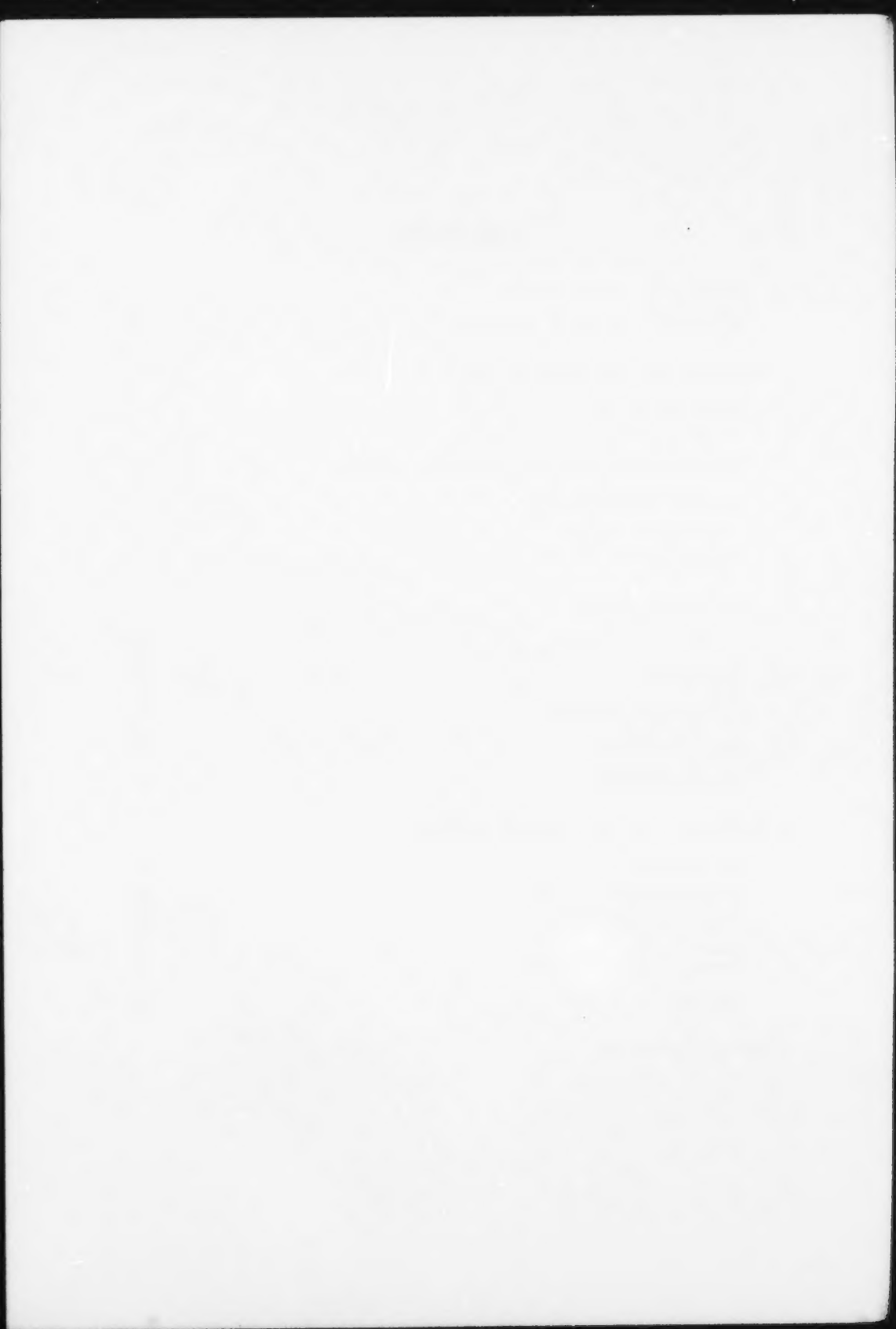
Leone Bagnall

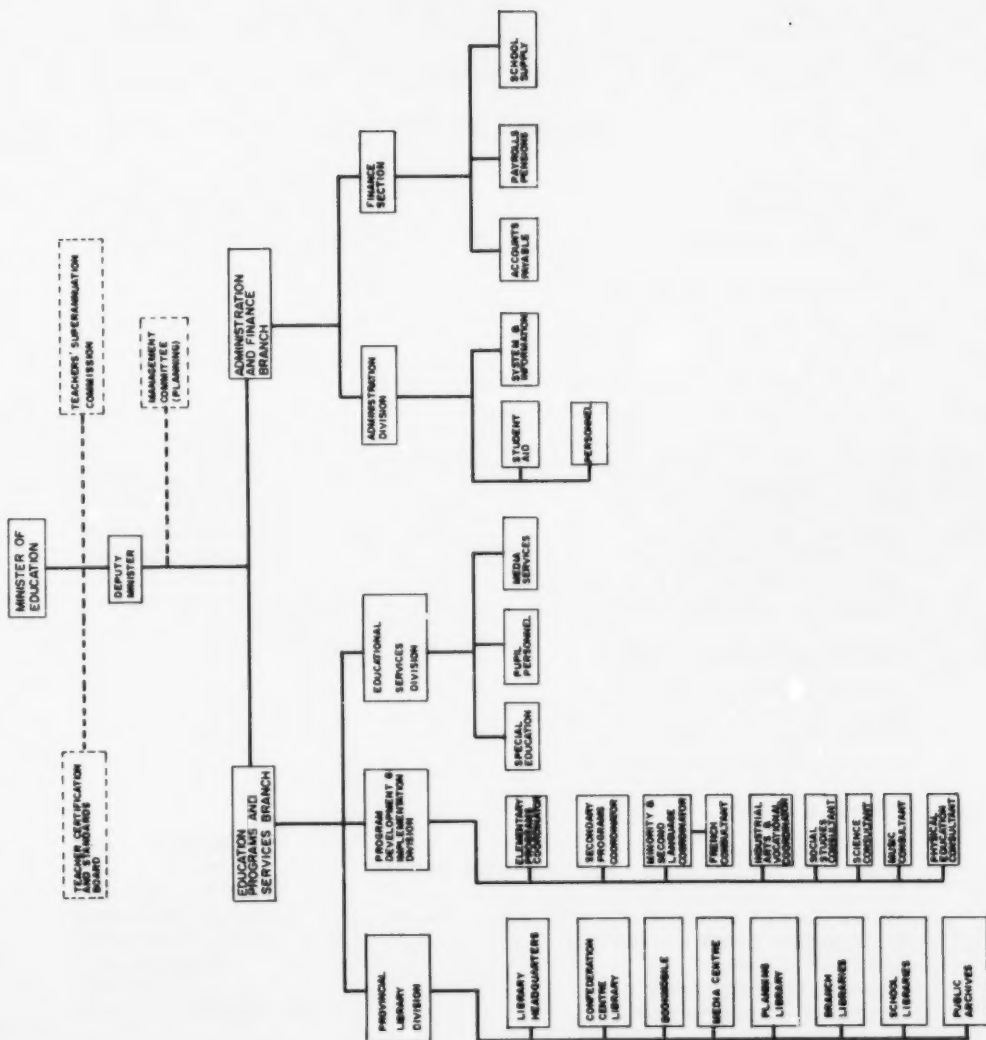
Leone Bagnall
Minister of Education



CONTENTS

DEPARTMENT ORGANIZATION	7
PERSONNEL	8
REPORT OF THE DEPUTY MINISTER	11
 PROGRAMS AND SERVICES BRANCH	
School Construction	13
School Athletics	14
PROGRAM DEVELOPMENT AND IMPLEMENTATION	15
EDUCATIONAL SERVICES	
Pupil Personnel Services	19
Special Education Services	21
Media Services	22
PROVINCIAL LIBRARY	24
Branch Libraries	25
Confederation Centre Public Library	25
Bookmobiles	26
Media Centre	27
School Library Consultant	27
Planning Library	28
Technical Services	29
PUBLIC ARCHIVES	31
 ADMINISTRATION AND FINANCE BRANCH	
ADMINISTRATION	34
Systems and Information Section	34
Student Aid Office	35
Personnel Services	36
Registrar's Office	36
Official Languages Programs	37
FINANCE	38
 STATISTICAL TABLES	 41





PERSONNEL

As of June 30, 1984

Minister of Education	Hon. Leone Bagnall
Deputy Minister of Education	J. Charles Campbell
Administrative Assistant	Gloria Turner

PROGRAMS AND SERVICES BRANCH

Chief Director, Programs and Services	Vacant
---	--------

Program Development and Implementation Division

Director, Program Development & Implementation	Allan Hammond
Elementary Education Co-ordinator	Sterling Stratton
Industrial Arts and Vocational Education Co-ordinator	Gordon B. Bernard
French Language Education Co-ordinator	Tilmon Gallant
French Consultant	Claire Smitheram
Music and Art Consultant	William Bartlett
Social Studies Consultant	Eldon Jamieson
Science Consultant	Don Norman
Physical Education Consultant	Jane Cushing

Educational Services Division

Director, Educational Services	Tom Rich
Special Education Consultant	Elinor MacLellan
Pupil Personnel Co-ordinator	Margaret Kelly
Education Media Consultant	Donna Lavoie

Provincial Library

Provincial Librarian	Donald J. Scott
Community Branch Librarian and Bookmobile Services	Donald J. Scott
Technical Services Librarian	Priscilla Ykelenstam
School Library Consultant	Sandra Richardson
Confederation Centre Librarian	William F. Masselink
Children's Librarian	Karen Litton
Librarian, Planning Library	Marilyn Bell
Director of Educational Media	William A. Ledwell

Provincial Archives

Provincial Archivist	Nicolas deJong
----------------------------	----------------

ADMINISTRATION AND FINANCE BRANCH

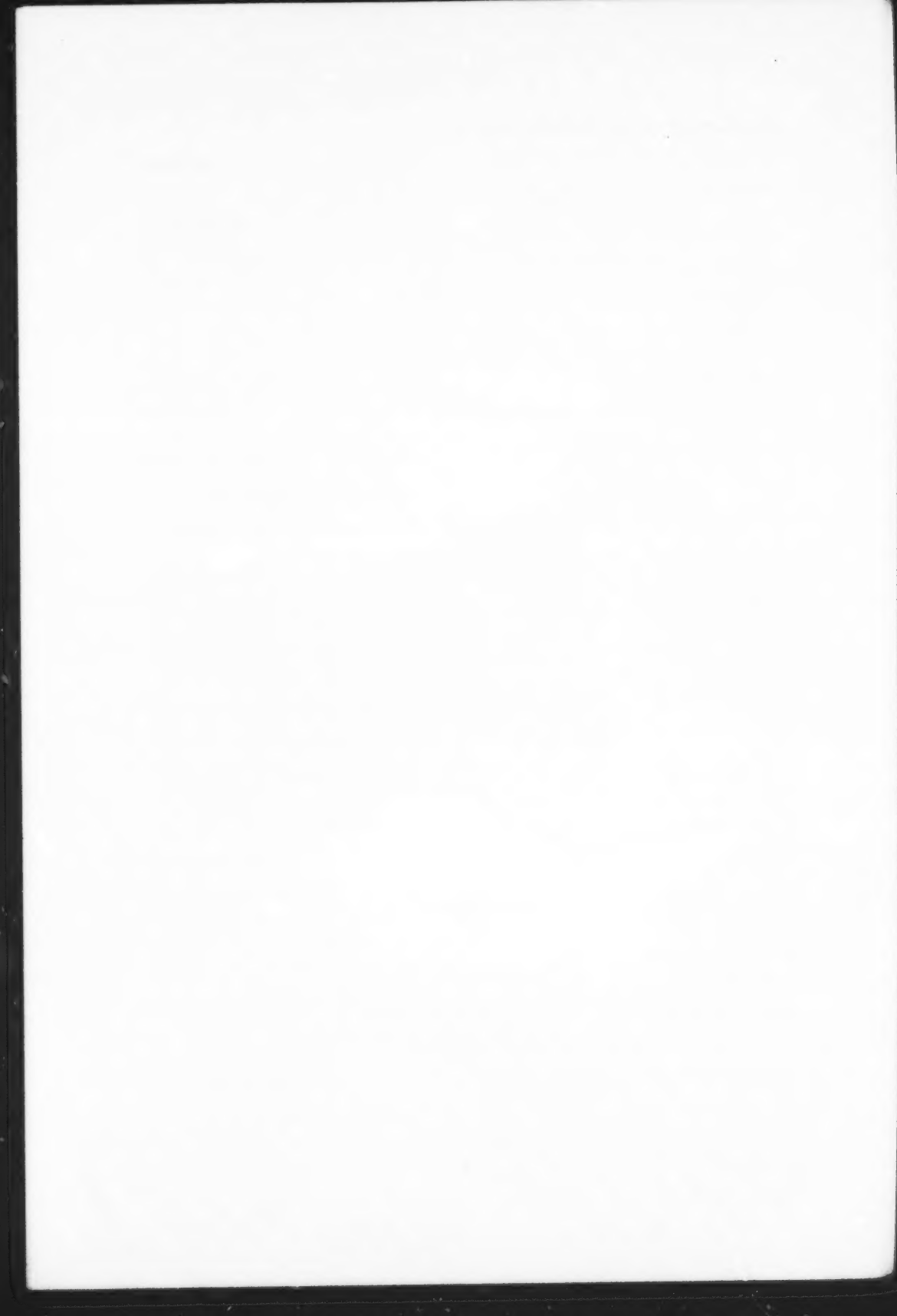
Chief Director, Administration & Finance Gar Andrew

Administrative Services Division

Director of Administration Ronald F. Rice
Management Information Co-ordinator Linda Trenton
Personnel Officer, Student Aid Administrator David MacPherson
Student Aid Officer Blanche Beaton
Administrative Assistant Lynda Cameron

Finance Section

Finance Officer Vacant
Administrative Officer Wayne E. Schleyer
Accounting Technician Paul Vandergaag
Co-ordinator of School Supply Services David Cox



REPORT OF THE DEPUTY MINISTER

Education Review Commission

On November 2, 1983 the Minister of Education, Honourable Leone Bagnall, announced the appointment of an Education Review Commission to conduct a one year review of the province's school system. Ms. Wendy Paquette was seconded from the Council of Maritime Premiers staff to act as the one-person commissioner to carry out the study.

The Commissioner was requested:

- (1) to determine the degree of public satisfaction with the present education delivery system;
- (2) to review the structure and organization of the school system with a view to assessing its responsiveness to the needs of island society; and
- (3) to make recommendations to the Minister on changes which may be required to make the school system more responsive to the needs of Islanders.

The Report of the Commissioner is to be presented to the Minister in November, 1984.

Council of Ministers of Education

In January 1984 the Minister of Education hosted the 44th meeting of the Council of Ministers of Education in Charlottetown. This was only the second time that the Council had met in Prince Edward Island since it was established in 1967. Among the topics discussed by the Ministers were minority-second language education, and the future funding of post-secondary education.

Core French Review Committee

In February, 1984, the Minister established a committee to study the current status of the province's Core French Program. The committee was mandated to review the general objectives of the program, to make recommendations regarding levels of instruction and instructional time allocations, and to identify areas requiring improvement. The Committee, chaired by Mr. Ron Rice of the Department of Education, is to report to the Minister in July 1984.

Computer Education Policy

In response to the Report of the Advisory Committee on Computers in Education, the Minister of Education announced an overall policy on the use of computers in schools. A unit of study on Computer Awareness will be developed for junior high school grades and piloted in selected schools next year. The high school Computer Literacy course will be revised to take advantage of new learning materials. In addition, the Minister announced the establishment of an on-going Advisory Committee to co-ordinate and monitor the use of computers in education.

Negotiations

The province concluded two-year collective salary agreements with both the Cana-

dian Union of Public Employees, representing non-instructional employees, and with the Prince Edward Island Teachers' Federation. Both agreements cover the period from July 1, 1983 to June 30, 1985 and were negotiated within guidelines established under the *Compensation Review Act*. Teachers will receive no increase in the first year, but 4.18 per cent in the second year of the agreement. The non-instructional agreement grants an increase of 3 percent in the first year and 4.5 percent in the second year.

Personnel Changes

In November, 1983, Mr. Lorne Moase, who was Deputy Minister of the Department since 1967, was appointed Deputy Minister of the Department of Community and Cultural Affairs. Mr. Moase was the longest serving Deputy Minister of Education in Canada, when he accepted his new appointment. As his successor, I would like to thank him for his immense contribution to education in this province. All staff in the Department of Education wish him continued success in his new duties.

Mr. Wayne McMillan, Chief Director of Administration and Finance, left the Department of Education to take a senior position on the staff of Treasury Board. Mr. McMillan will co-ordinate public sector collective bargaining for all of government. Departmental staff wish Mr. McMillan every success in his new position. Mr. Gar Andrew, former Director of Finance, has replaced Mr. McMillan as the Department's Chief Director of Administration and Finance.

Retirements

Mr. Lomar Gaudet, manager, and Mrs. Eunice Nolan, secretary, both formerly employed in the School Supply Branch retired during the 1983-84 school year. Both of these employees devoted many years of service to the Department. Mrs. Blanche England, Librarian in Alberton Branch, and Mrs. Olga Stordy, Librarian in Crapaud Branch, retired from the Department's Provincial Library Division. The Department wishes all of these former employees happiness and health in their retirement.

General

The activities of the various Divisions of the Department for the year ending June 30, 1984, are presented in the following sections of this Report.

PROGRAMS and SERVICES BRANCH

The Programs and Services Branch of the department consists of three divisions each headed by a director who reports to the Chief Director of Programs and Services. These divisions are: Program Development and Implementation Division, Educational Services Division, and Provincial Library and Archives Division. Detailed reports of each of these divisions appear under separate headings.

The Programs and Services Branch has responsibility for the school construction program as well as providing support to, and liaison with the P.E.I. School Athletic Association.

School Construction

The new elementary school in East Royalty was officially opened on November 30, 1983. This school has been named the Lucy Maud Montgomery School and it was, therefore, appropriate that the official opening took place on the 109th anniversary of the birth of this famous Island author. A number of events were specially planned to increase the awareness of children attending the school of the great contribution this famous author has made to the lives of children in many parts of the world. A picture of Lucy Maud Montgomery was unveiled by the author's cousin, Mrs. Ruth Campbell.

Construction was completed during the year on the new elementary school in Kinkora. Students were moved into the new facility after the March Break in 1984. This school was built to house 225 students from Grades 1 to 8. In addition to regular classrooms the school includes, an art and science room, music room, library resource center, and a gymnasium with adjoining kitchen which makes it suitable for community use. The school is equipped with special doors to provide access to physically handicapped students, as well as special washroom facilities. The school is designed to be as energy efficient as possible with all classroom windows being doubleglazed and facing south.

Construction commenced on the extension and renovations to Souris Regional High School with a sod-turning ceremony on June 1, 1984. The project consists of an addition of 42,000 square feet; and the renovating of 21,000 square feet of existing space. The old wooden portion of the building will be torn down.

The new addition provides greatly expanded vocational facilities, including shops for motor-vehicle repair, welding and industrial arts. A cafetorium is being added to the school which will serve as a lunch room for students, as well as accommodating community activities. New science laboratories are being included to replace the very inadequate laboratories which now exist. The school will have a total of 19 teaching stations, including spaces for home economics, business education and computer education.

The present gymnasium will be renovated to provide better facilities for the physical education program, including new washrooms, team rooms and storage areas.

This school is being supplied with a wood-chip burner which is to serve as the primary heat source. The annual savings in energy costs which will result from using wood instead of oil is estimated to be \$25,000.

A planning committee was established during the year to plan for an extension and renovation to Morell Senior High School. Actual construction of this facility is anticipated to begin in 1985.

School Athletics

P.E.I. School Athletic Association activities continue to show an increase in participation in spite of declining enrolments. Due to shrinking travel budgets and difficulty in finding volunteer coaches some schools have had to limit the number of team sports they enter. More students are participating in dual and individual sports with short seasons and limited travel. Total participation was 6,612 up 100 students from 1983. Boys still select sport activities more frequently than girls: participation in twelve boys' sports was 3,416 and participation in eleven girls' sports was 3,196.

This year the PEISAA established a discipline committee consisting of the President, Vice-President, and Executive Secretary to review sport commissioners' decisions in order to establish consistency among the thirteen sports governed by the PEISAA. The Association also undertook a study of problems related to officiating. The study will be completed in 1984.

PROGRAM DEVELOPMENT and IMPLEMENTATION DIVISION

The Program Development and Implementation Division is responsible for the preparation, implementation and maintenance of all authorized courses in the public schools of Prince Edward Island. In carrying out these responsibilities the division cooperates with the province's teachers and school boards. The work of the division results in the publication of various documents including the program of studies, the School Supply requisition book and numerous curriculum guides and course outlines.

Whenever courses are revised or new courses are introduced, the division follows a multi-step procedure. At the planning stage the aims and objectives are clarified and suitable instructional materials identified. At the pilot project stage the new or revised course is tried out in a limited number of classrooms. Finally, a new authorization results. At this stage the objectives and curriculum are finalized and the new or revised course is implemented in all schools. At both the pilot project and new authorization stages inservice programs are offered to those who are to teach the courses.

In the school year ending June 30, 1984 the Division sponsored 23 pilot projects and 22 new authorizations. In addition, about 1,000 teacher-days of inservice training were provided.

Summarized below are reports from the various subject fields for the school year ending June 30, 1984.

Art

The revised Art Bag for Children is being presented to schools. Using the Art Bag, teachers without formal art experience are able to present a balanced program to elementary students.

Computer Literacy

The provincial curriculum committee responsible for reviewing computer literacy courses in the Island's high schools completed its most recent study in April 1984. As a result, the computer literacy course currently offered in Island high schools has been extensively revised. Changes included the introduction of new objectives and the authorization of up-to-date learning materials. The content of the course continues to be organized under three themes: ABOUT COMPUTERS - technology, language, and history; COMPUTERS IN SOCIETY - applications, consequences, potential, and careers; and PROGRAMMING - flowcharting, programming, and computer use. The course includes a hands-on approach in that all students spend many hours at the computer keyboard. Teachers from across the province were introduced to the revisions at a provincial workshop in June.

English

At the junior high level two committees, one for regular level and one for practical level, have been active. Plans have been completed for pilot projects at both levels. Pilot projects will occur at grades 7, 8, 9 in the regular program and at grade 7 in the practical program.

For the senior high school a pilot project for grade 10 Practical English has been put in place. In addition plans are complete for a new authorization in grade 10 Practical English and for a pilot project in grade 10 General English. Revision of all the senior high courses is anticipated in the next few years.

French

The grade 7 French and social studies courses are now in place for both the Early and Late French Immersion programs. For French first language students at Evangeline Education Centre new junior high social studies courses have been implemented. In addition, the French literature and composition courses at grades 10 and 11 have been revised.

Special projects undertaken with the financial assistance of the Department of Secretary of State include a) the development of a French resources centre in the Evangeline Education Centre, b) the completion of language labs within the junior and senior high schools of the province, c) continuation of a French coordinators' project, d) a French library project, and e) adult language training in French. Fellowships for French language study as well as a teacher bursary program continue to be offered.

Health

The new health textbook authorized for grade 9 this year is meeting the needs of students and teachers. Some schools have increased the time allotted for health and have broadened the content of their health programs.

Many schools are able to take advantage of enrichment programs. One of these introduced this year, is the Maritime Electric safety demonstration for grade 5. Another is "Consider the Source", a drug awareness program, provided by police departments to grade 6 classes. Both have proved effective.

The introduction of a new text book for grade 3 is planned for September 1984.

Home Economics

New instructional materials have been authorized in the Junior High Foods program and a curriculum guide for this area of study has been prepared.

Language Arts

During the 1983-84 school year, the newly authorized language arts program entered its second phase of implementation. Learning materials and professional development activities were made available to all teachers in grades 2 and 5. Approximately 250 teachers attended the two-day provincial workshops which were provided for each grade; the programs were presented by 25 pilot teachers from Island schools. The training sessions, including special presentations for principals, introduced the participants to EX-PRESSWAYS, a Canadian-produced program. The instructional materials from EX-PRESSWAYS stress a language experience approach and the integration of the four strands: listening, reading, speaking and writing. As well, pilot projects were planned for grades 3 and 6.

In addition to the new authorization in language arts, the Canadian Spelling Program has been adopted for utilization in grade 6.

Mathematics

No changes have been made in mathematics courses during the school year. However, committees have been formed to assess the need for revisions in practical mathematics at the junior high school level and in senior high school mathematics.

Music

Musicanada, a new music text for grades 3 to 6, is available and has been authorized for the province.

Musique 4-6, a music program designed for French Immersion and French first language courses, has been developed by a joint Prince Edward Island - Nova Scotia committee. This program is expected to be available during the 1984-85 school year.

Physical Education

A new teacher's guide for elementary physical education will be available in 1984. The basic content of the elementary program remains unchanged. Basic movement skills, patterns and rhythms are stressed in the primary grades. In the intermediate grades ball skills, formal gymnastics and more structured dance and game activities are emphasized.

Physical education teachers have at their disposal program planning guides and self evaluation guides. As a follow up to these guides a Physical Education Program Evaluation is being developed by principals and will be available for use in 1984.

The senior high school curriculum is designed to smooth the transition of students from school based recreation to community based recreation. Each year from grades 10 to 12 programs become less teacher directed and more student oriented.

Science

The new elementary science program has an expanded winter outdoor education component. Provincial Parks in co-operation with the Department of Education has created new trails for grades 4 to 6 at Brudenell and Mill River Provincial Parks, as well as the Queen Elizabeth Hospital woodlot.

Junior High Science is being revised with a new course in place at grade 7 and plans are complete for a new authorization in grade 8. As with the elementary science program there are appended resources for the outdoor education portions of the program. New trails for grade 7 Forestry and grade 8 Pond Study are to be found at various locations around the Island. Energy units focussing on Maritime Energy follow up those currently in use at the elementary school. A new physics course has been piloted in grade 11 and has met with a good response from both teachers and students.

Social Studies

During the 1983-84 school year, a number of changes were made in the grades 1 to 12 social studies program. At the elementary level, the rewriting of the new Island-produced grade 6 social studies text was completed. Final design and layout of the text is being completed and it should be available to schools by April 1985.

At the senior high school level, new core textbooks have been field tested and authorized for grade 10 Academic History, grade 10 General Geography and grade 11 and 12 Economics. The introduction of these new materials has been supported by a series of province-wide workshops for teachers and new curriculum guides were developed for these programs.

Vocational Programs

During the year, the Program Development and Implementation Division in co-operation with Holland College, developed and field-tested pilot programs at the high school level in the areas of Business Information Processing, Vocational Agriculture and World of Work Skills Training.

Initial curriculum planning and program development activities were completed in order that a number of new program initiatives could be piloted during 1984-85. New program developments included Stenospeed Shorthand, Recordkeeping, Keyboarding and Personal Typing Applications.

The division assisted in organizing a number of in-service teacher training sessions for new pilot projects and on-going programs. One of these sessions was an Island-wide conference on November 10, 1983 for Industrial, Business and Vocational teachers.

The Program Development and Implementation Division, in co-operation with Holland College and the Department of Labour, maintains a large number of program advisory committees. Composed of management and labour representatives from industry and business, these committees help ensure that existing and future vocational education programs are relevant to and compatible with current trends and developments. In the present school year such committees have made recommendations for updating the courses in Welding, Carpentry and Motor Vehicle Repair.

EDUCATIONAL SERVICES

The Educational Services Division is responsible for pupil personnel services including guidance and testing, special education services and media services. The division's responsibilities include general consulting in the areas noted along with the provision of standardized testing services, classes for pupils with certain types of handicaps and media production services. Developments in the division over the past year include the following:

- A new version of the Canadian Test of Basic Skills, High School Edition was introduced in Grade 9;
- The CHOICES computerized career guidance program was extended to all high schools;
- An inter-departmental Developmental Disabilities Committee was formed and work began on a guide to services;
- The "Interim Report" of the Sherwood Home Working Group was completed and distributed for comment;
- Media materials on "Careers in Agriculture" were completed and distributed to all junior and senior high schools;
- A comprehensive policy regarding the use of computers in education was announced.

PUPIL PERSONNEL SERVICES

Through the Pupil Personnel Coordinator services are provided in three areas: guidance and counselling, the provincial testing program, and the G.E.D. program. These services are designed to develop a comprehensive guidance and counselling programs, coordinate services to pupils provided by various provincial departments and related private agencies, and offer specialized testing for adults desiring a high school equivalency certificate.

Guidance and Counselling Services

The Pupil Personnel Coordinator provides a liaison between the Department of Education and the P.E.I. Guidance and Counselling Association, the Atlantic Guidance and Counselling Association and the Canadian Guidance and Counselling Association. Through these associations, P.E.I. is able to keep in touch with national trends in the area of guidance services and counselling techniques. There is also a close liaison between the Pupil Personnel Coordinator and the coordinators of guidance services in the school units.

Other functions of the Coordinator are: consultation with school counsellors, assisting in the planning and evaluation of programs, providing resource materials and information on new trends, conferences and current literature, distributing career materials, coordinating Canada Career Week, and promoting in-service training and professional development programs for counsellors.

The computerized career information service CHOICES (Computerized Heuristic Occupational Information and Career Exploration System) was implemented in five more Island high schools in September 1983. An intensive three day in-service session was held for the counsellors of these schools in preparation for the use of CHOICES. This means that all eleven high schools now have use of the CHOICES computerized system as a tool in career planning and exploration. The system is effective both in providing oc-

cupation and career information as well as stimulating a degree of change in career planning and career choice for grade 11 and grade 12 students. CHOICES has been recommended by school staff and administrators as part of, and as an effective tool in, a comprehensive career guidance program for senior high schools, and not as a substitute for either personnel or a program.

Provincial Testing Program

The Canadian Test of Basic Skills was used in the provincial testing program in October 1983 and March 1984. The following numbers of students participated in the testing program:

Grade 9 - 2044
Grade 6 - 1979
Grade 3 - 1890
<u>5913</u>

This was a decrease of 102 students from the 1982-83 testing program.

Testing materials and scoring services are provided by the Department of Education.

General Educational Development

This program has been in effect in P.E.I. since 1971. The tests of General Educational Development (G.E.D.) provide an opportunity for adults to obtain their High School Equivalency Certificate. The attainment of the G.E.D. certificate has made it possible for the candidates to have a sense of personal satisfaction as well as professional and academic opportunities.

The G.E.D. TV series continues to be a valuable tool for preparation for the G.E.D. testing program. The two sets of tapes are in constant use throughout the province.

GENERAL EDUCATIONAL DEVELOPMENT EXAMINATIONS

Number of Certificates Issued

July 1 - June 30	GRADES				Total
	9	10	11	12	
1971-72		1	15	459	475
1972-73	1	4	13	229	247
1973-74	7	10	36	190	243
1974-75	5	8	35	208	256
1975-76	7	9	54	228	298
1976-77	10	13	73	230	326
1977-78	14	18	56	255	343
1978-79	8	8	50	161	227
1979-80	7	15	33	290	345
1980-81	4	9	41	323	377
1981-82	13	32	28	283	356
1982-83	16	19	21	194	250
1983-84	16	20	15	145	196
TOTALS	108	166	470	3195	3939

SPECIAL EDUCATION SERVICES

Through the Special Education Consultant services are provided to pupils and schools in three areas: special classes for the handicapped, tutoring and residential programs, and special education curriculum support. In addition, access to and the coordination of residential and other programs provided through the Atlantic Provinces Special Education Authority is provided. These services provide a comprehensive program for meeting the special needs of disabled and handicapped pupils.

Special Classes

Classes for hearing impaired, emotionally/behaviorally disturbed as well as physically handicapped pupils are administered by the Department of Education.

Elementary level classes for hearing impaired pupils are located in St. Jean School and the other pupils are in Stonepark Junior High School. The school provides an auditory/oral program with academics in a continuous progress model. When pupils progress to the point where they are able to be integrated into regular classes the school provides support services to them, as well as to those pupils who may have some hearing impairment but have always been maintained in regular classes. The staff of the School for the Hearing Impaired provides a parent guidance program which involves both parents and pre-schoolers on a regular basis. Audiological services are also provided by the school.

Pupils who suffer from behavioral/emotional disorders are provided with a school program while they are in treatment in the Adolescent Unit at Hillsborough Hospital.

A setting located at Stonepark Junior High School, staffed by two teachers, provides a continuous progress academic program for cerebral palsied or other physically handicapped pupils who may need a somewhat protected environment.

Tutoring and Residential Programs

Tutoring is provided at home or in hospital to pupils who are unable to attend school due to sickness, accident, etc.

During the year, five pupils were in attendance at the Atlantic Provinces Resource Centre for the Hearing Handicapped in Amherst, Nova Scotia, while nine pupils attended the Sir Frederick Fraser School for the Blind in Halifax, Nova Scotia. As well, thirty-one children were served through itinerant and tutoring services, the majority of whom attend class in their own schools.

The Department of Education provides for the education of the latter three groups through grants made to the Atlantic Provinces Special Education Authority.

Curriculum and Resources

During the year the department was engaged in discussions with the Department of Health and Social Services about the future of the education program for severely handicapped children presently provided at Sherwood Home. These discussions led to the formation of a working group to make recommendations regarding programs that would have to be in place if Sherwood Home was decentralized. The committee delivered its Interim Report in January. Following that a series of meetings were held with parents, locals of the Canadian Association for the Mentally Retarded, School Board staff and representatives of the Department of Health and Social Services. The Final Report is expected to be delivered in late 1984.

Curriculum materials in all content areas were authorized for children with special needs. In addition, a Developmental Disabilities Committee was formed. Membership was

drawn from the Departments of Education, and Health and Social Services and the Regional Administrative Units. The tasks of the committee are to develop guides to services provided, improve communications between service providers and parents and ensure best use of resources. The preparation of a handbook for parents and a comprehensive guide for service providers has begun with release of the document expected in late 1984.

MEDIA SERVICES

The position of department Media Consultant was filled in late October 1983. The consultant works closely with the Director of Educational Services in providing assistance to department personnel and school units in four areas: production and acquisition of media materials, AV equipment purchase, development of educational computing resources, and in-service training and assistance in media and computer selection and use. In addition, general media and computer projects undertaken through the Council of Maritime Premiers (CMP) and the Council of Ministers of Education, Canada (CMEC) are coordinated through this section. These services provide a comprehensive program for the development and improvement of the various media and computer resources used in learning.

Production and Acquisition

Prince Edward Island's cooperation in a consortium of eight provinces to produce a television series on Canadian Authors has resulted in the production of a program about Island author Milton Acorn.

The past year has also seen the direct involvement of Media Services in cooperative productions with Council of Maritime Premiers. The filmstrip "Careers in Agriculture" was packaged and distributed to all junior and senior high schools on P.E.I. and all junior high schools in Nova Scotia and New Brunswick. Work also began to develop a set of twelve study prints on the topic of agriculture for use in all Maritime elementary schools.

In house production included the completion of a nine hour in-service, videotape series for French Immersion teachers of mathematics. Preliminary work has been done to develop a set of overhead transparency masters specific to P.E.I. to complement a current series on the Atlantic Region being used in social studies classes. Media Services also recorded special activities or events in education including a Language Arts Workshop, the Interchange on Canadian Studies, and computer literacy classes.

As a result of negotiations through the Council of Ministers of Education, Canada, several television programs and series were acquired. These include programs in careers education, health, literature and computer literacy. Other acquisitions include a number of television series made available through the combined efforts of the Atlantic Satellite Network and the Council of Maritime Premiers. Programs obtained are in the areas of math, science and history. Rights to the popular TVOntario computer literacy series entitled "Bits and Bytes" were obtained via joint purchase on the parts of Holland College, Department of Education and University of Prince Edward Island. The series has been used extensively both for teacher in-service and as support to the high school computer literacy course.

Equipment Purchase

During the year consultation on AV equipment purchase was provided to the staff of one school involved in expansion and renovation. Educational Services also completed the final phase in purchase and installation of the computer equipment for the CHOICES guidance program.

Educational Computing

Following consideration of the report submitted by the Advisory Committee on Computers in Education, the Minister of Education issued a statement on computer policy announcing goals for the use of computers and the development of a unit of study in Computer Awareness for junior high schools. The Department of Education also committed itself to coordinating the review and evaluation of computer software and to establishing an on-going Computer Advisory Committee.

Through the Council of Ministers of Education, Canada, the Director of Educational Services is involved in the development of a national database for storing information on educational computer software. The bank of computer programs at the Department of Education has been entered on a similar database. Preliminary work was also done to establish computer databases for storing information on television program purchases and curriculum-related audio-visual resource lists for specific subject areas.

In-Service Training

In past months several workshops were conducted in Island schools by the Director on the educational use of computers. He also organized a two-day computer workshop for the national convention of the Canadian Education Association and delivered speeches on computers in education to several Island Home and School Associations, the CEA short course for Educational Administrators and the national conference of the Canadian School Trustees Association.

Copies of the "Bits and Bytes" television series were made available to each Regional Administrative Unit for use in teacher in-service training. Through the Council of Maritime Premiers a broadcast of the series was arranged over ATV and each school was provided with a guide to the programs and a manual on computers in education.

Consultation and Research

Consultation on the production of slide/tape presentations was provided to the Department of Community and Cultural Affairs and the Department of Agriculture during the past year.

Research pertaining to the use of half-inch video home movies in the classroom was undertaken in the latter part of the year and an article summarizing the results was made available to all Boards of P.E.I. and Departments of Education in the other Atlantic Provinces.

PROVINCIAL LIBRARY

The Provincial Library, operating as a division of the Department of Education, has the responsibility to provide public library service in the province. This is a cooperative programme in which the local community provides the physical facilities to house the library and the Department provides the staff and other resources. Service is provided to the rural areas and to the smaller communities by way of bookmobiles.

In addition to public library service the Provincial Library assists in the operation of school libraries by making available the services of a school library consultant, and the ordering and cataloguing services of the library's technical services branch. The Provincial Library provides a film loan service through the Media Centre and also administers the Public Archives and the government service library called the Planning Library.

1983 was a major landmark in the history of the Provincial Library. It marked the fiftieth anniversary of the establishment of the province-wide public library service. In 1983, through the generous assistance of the Carnegie Foundation, a demonstration programme was established to create a regional library system for the province. Funds were provided to set up and maintain the system for a three year period with the expectation that if it proved successful, the province would take over the system and operate it. Library service met with an enthusiastic response and at the end of the demonstration period the province accepted responsibility for operation of the system. It continues to operate today with branches in most of the same communities which established them in 1933 and 1934.

The fiftieth anniversary celebrations held across the province were integrated with an ongoing public relations campaign which continues to be a regular part of the library's activities. This program has two concerns. The first is to attract additional users so as to maximize the utilization of the resources which are being provided to the public. The second is to enhance the image of the community library among users and non-users as the source for information, and recreational reading material. This campaign takes several forms varying in nature from locally focused activities such as library brochures, booklists and story hours to system-wide and province-wide celebrations.

The annual province-wide Library Week is one of these celebrations. For the second year this event was held in conjunction with Canadian National Book Festival in the early spring. This event is coordinated by the school library consultant and held in cooperation with the School Library Association. The theme of the celebration this year was "Reading jogs the mind/La lecture éveille l'esprit." Once again packages of posters, booklists, bookmarks and activity sheets relevant to the various grade levels were provided to schools and kindergartens across the province. This year we were also able, with the assistance of the Canada Council, to have Canadian authors Silver Donald Cameron and Kevin Major visit schools and public libraries across the province.

Another system-wide event was the annual Children's Book Festival held in November. This Canada-wide celebration, organized by the Canadian Children's Book Centre, is coordinated in this province by the school library consultant. Festival materials were distributed by the library and a very successful school/public library tour was carried out by Canadian author Jean Little. Accompanied by her seeing-eye dog, Miss Little did four school and six library readings meeting with almost two thousand children and adults during her visit.

The major concern throughout this year was the effect of government's restraint programme. Attempts have been made to deal with this pressure in the most constructive manner, to rationalize activities as much as possible, and to try and minimize the effects of this and the continued increase in costs of books, periodicals and films. The most obvious effect of this has been seen in the increased number of requests handled and in the addi-

tional work which this generated. This concern to respond appropriately and effectively to these pressures is reflected through several of the section reports which follow.

Branch Libraries

The Fiftieth Anniversary celebration held during the week of October 17-22, 1983 was the highlight event for the branch libraries this year. Planning and preparations for this were a major concern of all staff members. Programmes, children's parties, teas, displays and story hours were held all across the Island that week.

The highlight of the celebration was the public meeting in Summerside which opened the week. A large number of people were in attendance to hear an address by former provincial librarian, Dr. Bram Chandler. Dr. Chandler recounted some of the humorous and interesting occurrences during the early development of the system. He also provided for the audience a better understanding of the great work done at that time by citizen's groups in all our Island communities whose efforts ensured that the system took root and grew. His remarks gave the listeners a better appreciation of the debt owed to these visionaries by the people who use and work in the system today.

The anniversary celebration was well supported by most of the communities. It generated community interest which led to repairs, renovations, new carpets, drapes and furniture being provided for many of the branch libraries. The activity focused new attention on our public libraries and awakened a renewal of interest in them and the services they provide.

Revisions to civil service regulations concerning the status of part-time employees have created a new working situation for branch library personnel. As a result of these changes fourteen of the branch librarians are now classified part-time employees with both the privileges and responsibilities that this status confers. This has been a goal which we have sought for several years. It will enhance the position of branch librarians as well as making personnel administration easier. The process will continue over the next three years until all employees will have that status.

Staff training and development continues to be an important aspect of work in the branch library service. Again this year with the cooperation of Dalhousie Library School, Mrs. Elizabeth Frick conducted a training seminar for branch library staff. This session dealt with reading advisory service in small community libraries. This must be a continual concern for staff working in a small library without the benefit of a card catalog. In addition to this session, staff took advantage of some of the many courses offered by the Civil Service Commission and of sessions conducted to orient new employees to the duties of their new positions.

The service experienced one of its busiest years ever this year. Total circulation increased generally and the Summerside Library achieved a milestone when its circulation reached fifty thousand for the first time. Also noted was a significant increase in the number of requests. Some of the promotional activities have contributed to this growth as patrons become better aware of the materials we have. The Library Week display in Summerside which generated over six hundred requests is evidence of this. The other factor at work here is the pressure caused by our inability to buy as many copies of popular titles as we would have purchased in the past.

Confederation Centre Public Library

Coping with restraint was a dominant theme in operating the library throughout the year. Limited growth in the book budget has caused additional pressures over the past few years. In order to avoid cuts to the book budget this year a decision was made to reduce the part-time staff. Since part-time staff are heavily used for evening and weekend hours it

was necessary to close the library on Friday evening and all day Monday. During the summer months the library was closed Saturday and Sunday and opened Monday.

The reduction in part-time staff meant an increased workload for full-time staff. While the number of hours open decreased by twenty-three percent, the number of persons using the library dropped only eleven percent and the circulation only by six percent. On an average daily basis the circulation increased eleven percent and the number of people using the facilities daily increased by four percent. The number of adult requests this year increased by eleven percent to 10,887. The circulation for the month of February was the highest recorded in any month. In the attempt to cope with the pressures of increasing workload the staff have been involved in a series of activities. These include examining the library's layout and procedures in order to improve efficiency of service and prioritizing the services.

One of the more significant results of this re-examination was the decision to phase out the Legislative Library. In its place the library will maintain on the main floor area a collection of government documents which will include important federal and P.E.I. government publications. Publications of other provincial governments will no longer be held at Confederation Centre Library. Clients will be able to have access to this material through the Planning Library and the university library.

Changes have also been made in some of the library's working procedures. The charge-out/check-in routines have been simplified to make this routine faster and changes made in the physical arrangement of the circulation desk area. Plans are under way to improve the layout and signage system and to develop instructional programmes to aid clients in their use of the service. It is hoped that this will enable the public to get the information they required with less staff assistance.

In addition to developing ways for staff to work more effectively, an attempt has been made to take advantage of any volunteer assistance which might be available. Contact has been made with the Provincial Probation Service and people sentenced to community service work have been assigned to the library. Although this is not a regular or steady source it has provided valuable assistance.

The children's library continues to serve as a focal point for the Confederation Centre Library and for the system as a whole. The children's librarian is doing the children's selection for the whole system and working closely with other library staff on events such as Library Week, National Book Festival and the Summer Reading Club.

The statistics for the children's library reflect the same patterns shown for the adult library. Restraint in staff and book budgets creates continual problems. The whole library is attempting to re-define its procedures and goals and attempting through a better trained and more effective staff to reach its objective of providing access to information for its users.

Bookmobiles

The bookmobiles provide service to the rural areas of the province serving 119 community stops and twenty schools. This continues to be the most visible and most obviously appreciated part of the public services we offer.

The circulation this year was down four percent. One of the chief reasons for this was loss of time due to mechanical breakdown. The result has been a number of days lost time which we were unable to make up and an extremely high level of expenditures for repairs. One of the vehicles will be replaced in 1984 and hopefully it will be possible to replace the second in 1985.

A second factor in the decreased circulation is the fact that the children's book col-

lection is aging and quickly wearing out. It is hoped that a supplement to the book budget can be approved for one year in order to alleviate this problem.

The bookmobile staff participated in the system-wide activities of the Provincial Library such as Library Week, Children's Book Festival and the Summer Reading Club. The public relations effort of the bookmobile, however, tends to be more personal in nature. Potential new clients try the service and become regular customers if they find they are getting a friendly response and having their needs met. The staff continues to do an excellent job in this regard and consider this one of the most important aspects of their position.

Media Centre

The number of film and video bookings to Island schools for this year, while showing a slight increase over last year, were well below the numbers of the previous couple of years. Reasons for this trend remain unclear, however, there are several factors that may have caused changes in the pattern of distribution of A/V materials to schools. Video tape duplication is providing schools with their own copies of heavily-used materials. The recent acquisition by many schools of half-inch video cassette records has increased this because of the low cost of blank tape.

In addition, the Media Centre experienced staff changes during the year that resulted in some disruption in its operating pattern and will require a period of adjustment. The most significant of these was the loss of the full-time National Film Board distribution officer, and changes in film library technical staff. The Media Centre continues to be a joint federal-provincial operation, with the National Film Board providing one-half supervisory position and one-half clerical position, while the province provides two and one-half technical positions, and one secretarial position.

The past year witnessed more demand for specialized film-video material for a wider segment of the community. Other departments of government, particularly health, social services, justice and community affairs have increased their demand for materials, which are previewed and purchased by the Media Centre, and the level of service has increased with the University of P.E.I., Holland College, P.E.I. Advisory Council on the Status of Women and Women's Network, and several other institutions and associations.

The Media Centre has responded to a growing demand for film-video materials on topics such as: sex education, a wide range of women's issues, mental health, sexual abuse, health and nutrition. These are subjects that lend themselves to heavy use of film-video materials, and are areas that have witnessed an explosion of new materials in film and video in recent years.

Other areas of expansion include materials for day care and preschool classes and groups, and increased demand for French materials that reflects the increased francophone population in the province, and the larger French-speaking school population.

School Library Consultant

The 1983-84 school year was one of the busiest ever for the school library consultant. Assistance was provided to two more Island schools to help establish a centralized library with an organized, catalogued book collection. The consultant assisted Tracadie Cross personnel primarily by weeding the existing collection and setting up the card catalogue. Additional help was given in the area of materials selection and expenditure of funds for library books. Involvement with Ecole Francois Buote related largely to consultations on procedures, instruction in how to set up the card catalogue, etc. The organization of both school libraries was made possible by cataloguing and processing services from the Provincial Library.

A major task was the reorganization of the existing Kinkora Elementary Library into

the new Somerset Elementary School. An extension of this was the selection of books for the new school library from a capital grant.

Other school work included: materials selection for Borden Elementary; assistance in completing the organization and cataloguing of Dundas School Library; and helping school personnel update the card catalogue of St. Augustines. As usual additional requests for information, books, help, etc., were handled on a day to day basis.

Introduction of the Expressways Reading Program into the province's language arts curriculum continued to make an impact on libraries. In June 1983 Expressways Books to Read lists were produced for grades 1 and 4 with current information about publishers, prices, available editions, and book record numbers from the Provincial Library to facilitate ordering of books by school personnel. These were updated in June 1984 and similar lists with up-to-date information for grades 2, 3, 5 and 6 were distributed. Another update for all grades is planned next spring to help schools eliminate orders for materials that are no longer available.

Two more annual awareness lists of nonfiction and fiction and easy reading book reviews for grades 1 to 9 were compiled and distributed to schools in the fall of 1983. Reviews of fiction and nonfiction books for high schools received bimonthly as part of a subscription service were made available to 10 senior high schools.

The consultant worked with other sections of the Provincial Library in various undertakings including compilation of a bibliography and mounting a display of books for educators for the annual convention of the P.E.I. Teachers' Federation in October and was involved in the Children's Book Festival and Library Week activities.

In other areas, the consultant served on the jury to select books for the Canada Council Book Donation Program, and continued to serve on the Board of Directors of the Children's Book Centre and on the editorial board of the journal, *Emergency Librarian*.

Planning Library

Circulation statistics were up again by almost 4,000, the biggest increases being in periodical and federal government document circulation. There was a slight decrease in the number of Statistics Canada items circulated but we discourage their circulation due to the constant use made of them by patrons in the library or for answering phone queries.

Interlibrary loans were down somewhat and reference questions remained about the same.

More computerized bibliographic searches were done through the University of Prince Edward Island due to a grant from the Canadian Institute for Scientific and Technical Information to provide this service free of charge to business concerns and to government in order to increase public awareness of this service. Most searches done for government personnel were coordinated through the Planning Library. Use was made of this opportunity by various departments.

The routing lists for periodical circulation were put on the Department of Education word processor allowing for more efficient processing of additions, deletions and changes.

Considerable time was spent in advising various departments in the setting up of departmental resource collections.

An attempt to make employees more aware of the services of the Planning Library and the types of resources available was made with the reinstatement of periodic issues of "Recent issues to the Planning Library."

Technical Services

This year once again the planning and preparation for the development of the automated inventory system has been a main concern of technical services staff. The preparation for this project has been greatly assisted by the availability of help from the federal government NEEDS Program and from the province's own Job Creation Program. This assistance has made possible the completion of most of the preparatory work on the project. Unfortunately Computer Services has set back implementation of the project until some time in the 1984-85 fiscal period. It is anticipated that all the preliminary input will be completed by the time the project begins.

The second and equally important component of the automation project is the development of a microfiche catalogue. This part of the automation plan was rejected initially as being too expensive largely because of the costs for the massive data input required. That part of the project has now been completed. As a result the cost-benefit ratio for the project has been significantly altered and this aspect of the automation plan will be re-examined to consider the advisability of proceeding with it as funds become available.

This was an extremely busy year for the processing centre which experienced a twenty-four percent increase in the number of items handled over the previous year. About forty percent of this work was for schools and sixty percent for the public library service. Much of the increase for the Provincial Library came about as a result of preparation for the inventory project. Included in that total were 4,373 new titles catalogued for the Provincial Library and 6,313 new titles for the schools. This, plus ten thousand card kit orders and ten thousand volumes brought in from schools for processing, made up a significant part of the workload. It is encouraging to see the service so well utilized by the schools and to know that the service is meeting these needs and relieving the school staff of so much additional work.

Included in this year's workload was the ordering and processing of the majority of the material for the new L.M. Montgomery School.

The year was a hectic but fulfilling one which would not have been possible without much hard work by the dedicated permanent staff and the able assistance of temporary staff made available through the job creation programs.

PROVINCIAL LIBRARY
CIRCULATION and HOLDINGS (April 1 - March 31)
1979-80 to 1983-84

	1979-80	1980-81	1981-82	1982-83	1983-84
Holdings	191,044	194,755*	180,000	178,134	180,067
Volumes Added	14,450	10,288	13,301	9,219	9,031
Volumes Withdrawn	5,404	6,577	3,600	11,085	7,098
Film Holdings	3,043	3,386	3,279	3,422	3,536
Films Added	241	325	124	156	124
Films Withdrawn	128	2	71	13	10
Video Tapes	365	510	536	663	777
Records	2,365	1,980	1,700	1,946	2,200
Newspapers	38	38	38	38	38
Periodicals	760	737	634	646	598
Circulations					
(Books and Records)	530,001	550,753	564,649	598,482	595,564
Bookings					
(16mm films & video tapes)	31,064	37,005	39,990	30,025	31,216

- * Holdings for 1980-81 and earlier years were calculated by adjusting the previous year's holdings by volumes added or withdrawn. The inventory count at year end 1981-82 established the holdings more accurately at 180,000 volumes.

PUBLIC ARCHIVES

Introduction

The Public Archives of Prince Edward Island continued to function as a section of the Provincial Library within the Department of Education. The primary responsibilities of the institution remain the identification, acquisition and preservation of the provincial official records and those derived from individuals and the private sector.

The decline recorded in the number of reference and research visits and enquiries is almost equal in both areas. The numerical distribution, by month, remains similar to other years and the summer months were again the busiest. This downturn in activity was fortuitous since it meant that additional staff time could be allocated to other areas of the archival operation. The collection has been expanded at a rate similar to that of previous years and we again offer our sincere thanks to those members of the public who have been so generous in their support of the Public Archives.

The Provincial Archaeological Committee made significant progress and completed its report *Archaeology in Prince Edward Island, 1984* for the Minister of Community and Cultural Affairs. In addition, sufficient funding was assembled from a variety of sources to support a meaningful summer field programme.

Reference and Research

The number of reference and research visits and enquiries totalled 3,365 during the year. The change in demand for this service since 1972 is outlined in the following table:

Reference and Research Visits and Enquiries
1972-1973 to 1983-1984

1972-73	1077	1978-79	2316
1973-74	1543	1979-80	2721
1974-75	1501	1980-81	3191
1975-76	2178	1981-82	3550
1976-77	2196	1982-83	3815
1977-78	2206	1983-84	3365

The past year was one in which a marked decline was recorded in the use made of the Public Archives. To an extent this can be explained by the move to new quarters and the physical separation of this institution from the Confederation Centre library. As a result, the "casual" researcher has tended to be excluded from the statistical returns.

The summer months were again the busiest although, compared to 1982, visitation was reduced. May was the month in which the largest decline was recorded. However, it was gratifying to note that visitation increased in February and March which reflected the use made of the institution by undergraduate students.

The Archives was open, by appointment, one evening per week throughout the winter. This arrangement was well received and did not require any additional security arrangements.

The overall level of attendance remains such that the supervision of the reading room requires a high commitment of staff time. However, the decrease in attendance this year has permitted the staff to spend some additional time in other areas of archival endeavor.

Acquisition

A total of 99 new accessions were received at the Archives in 1983-84.

Number of New Acquisitions Received

1972-1973 to 1983-1984

1972-73	82	1978-79	84
1973-74	69	1979-80	100
1974-75	61	1980-81	75
1975-76	95	1981-82	81
1976-77	82	1982-83	92
1977-78	68	1983-84	99

The photographic collection of the P.E.I. Museum and Heritage Foundation was transferred to the Public Archives during the year. This is an extensive and fine collection which will require considerable work before it is available for public inspection. Other notable collections donated included the Genealogical papers of the late Dougald Ramsay, Registers from the Georgetown School, a Joseph Dingwell Ledger, 1844-1850, and a small collection of the papers of the late Hartwell Daley. In addition, a number of Church records were loaned for microfilming and a microfilm copy of the P.E.I. portions of the Seymour of Ragley papers was acquired from the Warwickshire County Record Office, England.

Within the past year more government departments and agencies transferred records to the Public Archives than in any previous year. Records were received from the Departments of Finance, Education, Agriculture, Health and Social Services, Labour, Tourism, Development, Community Affairs, the Civil Service Commission, the Cabinet Office, the Market Development Centre, Industrial Enterprises Inc., Island Information Services and the P.E.I. Housing Corporation. The volume of material transferred was not overwhelming, however, as more departments seek out such a service the need to provide both staff and adequate space for a records management programme will increase significantly.

Microfilm

The most significant programme undertaken involved the filming of the early baptismal records from the Division of Vital Statistics. This was a time-intensive undertaking but the end product has been of great benefit to genealogical researchers. The only newspaper microfilmed was *The Journal-Pioneer*, 1982-1984. Other series included the Land Registry Office Leases and the Cundall Letterbooks, 1857-1912. Also, a number of Church Record series were loaned for microfilming including, among others, those of the Cavendish-Breadalbane Pastoral Charge, the Pownal Methodist Church, St. Bonaventure's Church, Tracadie and St. John's United Church, Mt. Stewart. A number of single items were also filmed which included a scrapbook of Col. F. S. Moore, the Diaries of J. M. Fitzgerald, 1855-1865, the Diary of the Hon. Peter MacNutt, 1836-1860 and two account ledgers of John Curtis Lawson.

Within the past year a total of 96 reels of microfilm were exposed.

Finding Aids and Structural Organization

Finding aids were compiled for certain large private manuscript collections and record groups during the past year. Included among these were the architectural records of C. B. Chappell and J. Hunter, the Carl Burke Collection, R.G. 7 Provincial Secretary and

R.G. 39 School Boards. Work in progress has concentrated upon the photographic collection of the P.E.I. Museum and Heritage Foundation and R.G. 29 Department of Industry and Commerce.

Records Management

Yet again, little progress can be reported relative to the introduction, within provincial government, of a structured records management programme. The necessity for such an approach has become increasingly acute as more departments transferred records during the past year to the Public Archives than in any year to date. Nevertheless, funding for one additional staff position has not been forthcoming.

Archaeology

The Provincial Archaeological Committee completed its formal report for the Department of Community Affairs. At year end, however, the report had not been presented. It is anticipated that the responsibilities for archaeological matters will be moved from the Department of Education to Community Affairs within the next year.

The 1984 summer field programme was conducted along the shores of Western Prince County. The survey, a co-operative project, was sponsored by the Provincial Archaeological Committee, the University of Prince Edward Island, and the P.E.I. Museum and Heritage Foundation. It is noteworthy that this was the first archaeological programme funded entirely from within the province.

The Council of Maritime Premiers' Committee on Archaeological Co-operation has continued to meet and has embarked on an active programme of publication. In addition, the Committee anticipates co-sponsoring an Archaeological and History Conference on Early Acadia to further both interest and research in this particular field.

Conservation And Restoration

Limited progress has been made through in-house conservation work which continues to be routine in nature. Increased emphasis, however, has been placed upon preventative conservation measures. Nevertheless, given the limited amount of staff time available, there has been no increase in the volume of material undergoing treatment and consequently no reduction in the volume of material requiring attention.

Exhibit

Unfortunately, display cabinets have still not been provided for the Hon. George Coles Building. Thus, our efforts, as in other years, have been limited to assisting the exhibition programme of the Confederation Centre Library.

ADMINISTRATION AND FINANCE BRANCH

The Administration and Finance Branch consists of two major components namely the Administration Division and the Finance Section.

The Administration Division continues to be responsible for personnel, including negotiating collective agreements with the Prince Edward Island Teachers' Federation and the Canadian Union of Public Employees Union Locals 1145, 1770 and 1775 (Bus Drivers, Clerical and Custodial employees); Systems and Information; Student Aid; Teacher Certification and classification of non-instructional employees; and the administration of various programs funded by the Department of the Secretary of State.

The Finance Section continues to be responsible for all aspects of financial management in the department. These functions include a full range of financial activities including budgeting, accounting, purchasing, inventory control, payroll and accounts payable.

ADMINISTRATION

The Administration Division provides a variety of services to the education community from its four major sections.

The Systems and Information section serves a three-fold purpose, namely to coordinate the development or improvement of departmental computer systems and to monitor their continued operation; to maintain statistical data on students and teachers; and to provide an information service.

The Student Aid Office provides for the efficient operation of the Canada Student Loan Program and administers the P.E.I. Bursary Program.

The Registrar's Office functions primarily to administer teacher certification regulations and in addition maintains historic provincial examination records.

The Personnel Office provides for personnel administration within the Department of Education.

In addition to its four major functions, the division also provides liaison and coordination in a variety of other service areas such as federally funded Official Languages Programs, Canadian Education Association Teacher Exchange Program, the Interchange on Canadian Studies, the Teachers' Sabbatical Leave Program, the In-Service Training Assistance Program, Project Canada, and the Terry Fox Canadian Youth Center.

SYSTEMS AND INFORMATION SECTION

The Systems and Information section serves the department in four areas:

- to coordinate the development and improvement of departmental computer systems;
- to provide a word processing service for all personnel in the department;
- to maintain statistical data on students and teachers; and
- to provide a general information services.

The Management Information Co-ordinator works with personnel throughout the department to evaluate data processing needs and assist in the implementation of changes. All contact with the provincial government's centralized Computer Services is co-

ordinated through this position. Some of the systems which have been examined during the past year are school board payrolls and teacher records, student records and school supply inventory.

The word processing centre which was established the previous year is now functioning smoothly and accepts work from all sections of the department including School Supply and Provincial Library which are located outside the central office complex. There have been several requests to demonstrate the word processing equipment to other government departments.

The Systems and Information section also has specific responsibility for the collection and compilation of data for students and teachers such as current and projected enrolments, teacher salaries, certification, and experience levels.

A general information service is provided to the public and educational agencies who are seeking directories, publications and statistics, or inquiring about educational policy and legislation. Preparation of a monthly newsletter to all teachers, the department annual report, and various other handouts also fall within this section.

STUDENT AID OFFICE

Canada Student Loans Program

The Canada Student Loans Act came into effect on July 28, 1964. Its purpose is to make financial aid available to needy students who wish to carry on full-time studies at the post-secondary level. Under the plan, the federal government guarantees loans, made by chartered banks and other designated lenders, to students on the basis of Certificates of Eligibility issued by provinces participating in the plan. The federal government carries the cost of interest on these loans while the student continues full-time study and for six months thereafter. The student must assume the responsibility for repayment of the loan after this six-month period.

The maximum amount that may be authorized for a student is \$100 per week of study, which is normally \$3,200 per academic year or \$1,600 per semester.

P.E.I. Bursary Program

The P.E.I. Bursary Program is a financial assistance program established in 1969 by the provincial government. The object of the program is to supplement the monies that may be borrowed by needy students through the federal government's Canada Student Loans Program. The maximum bursary available to a student is \$1,700 per academic year, or \$850 per semester. The procedure for disbursement of funds in effect for 1983-84 is:

1. The first \$2,400 of need is Canada Student Loan.
2. The next \$1,700 of need is P.E.I. Bursary.
3. The balance of need to the maximum of \$100 per week of study allowable is Canada Student Loan.

During the year, the Student Aid section processed and evaluated 2,049 applications for assistance. Of these a total of 1,987 received Canada Student Loan assistance, and 1,064 received P.E.I. Bursary.

Canada Student Loans Part-time Program

The Part-time Program came into effect in 1983-84. Its purpose is to make financial aid available to needy students who wish to carry on part-time studies at the post-secondary level.

Under the plan, the federal government guarantees loans, made by chartered banks and other designated lenders, to students on the basis of Certificates of Eligibility issued by provinces participating in the plan. Interest charges begin on the effective date of the loan and repayment begins 30 days later. The maximum a student may have outstanding at any one time is \$2,500.

Canada Student Loans Program - Interest Relief Plan

The Interest Relief Plan came into effect in 1983-84. The purpose of this plan is to pay the interest on full-time and part-time Canada Student Loans on behalf of students who are unable to find work or who are temporarily disabled and consequently experiencing financial hardships. The maximum extension period is 18 months, beyond the normal 6 months of interest-free status.

PERSONNEL SERVICES

The personnel section is responsible for all aspects of personnel administration within the Department of Education. Included in these responsibilities is involvement in recruitment and selection of employees, maintenance of personnel records, administration of the Civil Service Act and Regulations, administration of the collective agreement between the Civil Service Commission and the Public Service Association, the establishment of departmental policies and procedures relating to personnel and the provision of guidance and advice to employees on personnel matters.

The personnel section also acts as liaison with the Civil Service Commission for purposes of staff development training courses, and personnel service needs.

REGISTRAR'S OFFICE

The Registrar's Office is responsible for administering the Department of Education Regulations governing teacher certification. Examination and evaluation of training programs are conducted to ensure that applications meet the licensing requirements under academic, vocational or substitute regulations. Statements of professional qualifications are prepared for Island trained teachers seeking employment elsewhere. The Registrar's Office maintains liaison with the regional school boards and the high school division of Holland College to ensure current certification and teaching service records are available for all instructional personnel.

The Registrar's office is also responsible for the maintenance of historic provincial examination results at the grade 8, 10 (Entrance), 11 (Common Examining Board) and 12 (Common Examining Board and Atlantic Provinces Examining Board) levels and the issuing of appropriate transcripts and records of marks as requested.

THREE YEAR COMPARISON OF TEACHING CERTIFICATES ISSUED

1981-82 to 1983-84

Type of Certificate	July 1/81 - June 30/82	July 1/82 - June 30/83	July 1/83 - June 30/84
Interim Academic	135	116	126
Permanent Academic	106	87	90
Vocational	21	17	18
Vocational Letter of Authority	17	28	13

OFFICIAL LANGUAGES PROGRAMS

The Summer Language Bursary Program, funded by the Department of the Secretary of State, coordinated nationally by the Council of Ministers of Education, and administered provincially by the Department of Education provided some 60 Island post-secondary students with an opportunity to study their second official language during a six week summer immersion course. The courses are offered at over forty participating universities across Canada and each Island student who participated received a \$1,200 bursary. The University of Prince Edward Island, this province's only participating institution, provided spaces for approximately 130 students from across Canada during the summer of 1983.

The part-time Monitor Program, under which some 15 full-time post-secondary students were employed locally, provides French speaking students an opportunity to work part-time in the public schools by acting as teacher aides in French (immersion and second language) classes for up to eight hours per week. The number of part-time monitors was reduced during 1983-84 so that the number of full-time positions could be increased.

The 'full time' Monitor Program made 5 full-time French speaking teacher aides available to public schools in this province. Unit 1, which due to distance from the University of Prince Edward Island does not receive any part-time monitors, received two full-time positions, and two were also assigned to Unit 4, and 1 in Unit 2.

The Department of the Secretary of State provided the province with funding for the continuation of the "Bourse de Voyage" Program and the Official Languages Study Fellowship Program. The former is made available to Island official minority language students to assist them in pursuing their post-secondary studies in French outside this province. The latter provides Island post-secondary students with an opportunity to follow a full year of study in a Canadian French language university or college. Approximately 15 students were accommodated under the "Bourse de Voyage" program with another 30 students having benefited from the Official Languages Study Fellowship Program during the 1983-84 school year.

FINANCE

The Finance Section is responsible for: budget analysis, preparation and control; purchasing and accounts payable; inventory control; processing of Regional Administrative Unit payroll and financial information system (F.I.S.); accounting for Teachers' Superannuation Fund, including subsidiary ledgers for investments, and individual accounts, and for the operation of the School Supply.

Budget Analysis Preparation and Control

Budget submissions from the five divisions of the department, five Regional Administrative (School) Units, Maritime Provinces Higher Education Commission, Student Aid, Atlantic Provinces Special Education Authority, and Holland College vocational high school division are analysed and consolidated into the total education budget.

The total budget for 1983-84 fiscal year was broken down as follows:

General Education	\$ 5,705,900
Regional Administrative Units	71,656,800
Post Secondary	18,672,100
Vocational - Holland College	3,480,300
Total	<u>\$ 99,515,100</u>

General Education budgets are controlled by weekly review and follow-up of F.I.S. reports. The other sections are controlled by analysis and follow-up of periodic operating reports from the institutions involved.

Purchasing and Accounts Payable

The Finance Division prepares and/or checks and authorizes all payments for goods, services and grants made by the Department of Education. All purchase requisitions are prepared and files maintained for completion of the transactions.

Regional Administrative Unit F.I.S. and Payroll

The Unit F.I.S. and payroll are processed by the provincial government's centralized Computer Services, with Finance Division acting as intermediary between the School Unit and Computer Services for output control and distribution.

Teachers' Superannuation Fund

During the year responsibility for the full accounting function for the Fund was transferred to Education from the Department of Finance. This function includes the maintenance of the computerized individual account ledger as well as the investment subsidiary ledger.

Equipment and Furniture Inventory Control

The section maintains a perpetual inventory system of all department equipment and furniture, controlling inventory by location and by total number.

School Supply

The School Supply is a separate section of the Finance Section and is responsible for purchasing all approved texts and workbooks for schools in the province. Total expenditure for books in 1983-84 fiscal year was in excess of \$1,119,200, including expenditure on minority and second language. Both the book inventory in the central warehouse and in each school is maintained and controlled by a computerized perpetual inventory system.



STATISTICAL TABLES

STUDENTS

Table	1.1	Elementary and Secondary Enrolment by School and Grade, October 31, 1983	42
	1.2	Elementary and Secondary Enrolment by Age, Grade and Sex, October 31, 1983	49
	1.3	Elementary and Secondary Enrolment by Year and Grade, 1969-70 to 1983-84	50
	1.4	Comparison of Student Enrolment by Age Group, October 1979 to October 1983	51
	1.5	Number of Students in French Second Language Courses as a Percentage of Unit and Provincial Enrolments by Grade, September 1983	52
	1.6	Number of Students in classes with French as Language of Instruction as a Percentage of Provincial Enrolment by Grade, September 1983	53
	1.7	Student Enrolment in French Second Language Courses Converted to Full-Time Equivalents as a Percent of Grade Enrolment, 1981-82 to 1983-84	54
	1.8	Full-Time Vocational High School Program Enrolment by School, Grade and Program, October 31, 1983	55
	1.9	Students who left School prior to Grade 12 Graduation by Age, Grade and Sex, September 1, 1983 to August 31, 1984	56

TEACHERS

2.1	Number of Full-Time Equivalent Instructional Personnel by Certificate and Years of Teaching Experience, September 1983.	57
2.2	Number of Full-Time Equivalent Instructional Personnel by Certificate, Sex and Average Salary, September 1983	58

FINANCIAL

3.1	Number of Full-Time Equivalent Employees by Category and Average Salary, 1983-84.	59
3.2	Transportation Statistics, 1981-82 to 1983-84.	60
3.3	Inventory of School Buses, 1983-84	61
3.4	Total Expenditure for Regional School Boards 1981-82 to 1983-84 .	62
3.5	Summary of Student Aid by Academic Year (July 1 - June 30), 1981-82 to 1983-84	63

Table 1.1

**PUBLIC AND PRIVATE SCHOOLS
ELEMENTARY AND SECONDARY ENROLMENT BY SCHOOL AND GRADE
OCTOBER 31, 1983**

REGIONAL ADMINISTRATIVE UNIT 1

SCHOOL CODE AND NAME	GRADES													
	1	2	3	4	5	6	7	8	9	10	11	12	Special	Total
113 Westisle Composite High	-	-	-	-	-	-	-	-	-	281	265	283	11	840
122 Hernwood Junior High	-	-	-	-	-	-	188	138	146	-	-	-	5	477
123 M.E. Callaghan Junior High	-	-	-	-	-	-	211	159	120	-	-	-	12	502
130 Tignish Elementary	65	57	57	64	64	64	-	-	-	-	-	-	-	371
131 Alberton Elementary	48	44	50	47	56	58	-	-	-	-	-	-	6	309
132 Bloomfield Elementary	39	47	39	33	43	42	-	-	-	-	-	-	-	243
133 O'Leary Elementary	49	37	47	54	48	53	-	-	-	-	-	-	5	293
134 Ellerslie Elementary	57	47	42	55	58	54	-	-	-	-	-	-	6	319
135 St. Louis Elementary	47	61	37	38	43	40	-	-	-	-	-	-	-	266
TOTAL UNIT 1	305	293	272	291	312	311	399	297	266	281	265	283	45	3,620

Table 1.1 Continued

REGIONAL ADMINISTRATIVE UNIT 2

SCHOOL CODE AND NAME	GRADES												Total	
	1	2	3	4	5	6	7	8	9	10	11	12		Special
211 Kensington Intermediate/ Senior High	-	-	-	-	-	-	108	81	90	77	57	72	-	485
212 Kinkora Regional High	-	-	-	-	-	-	-	-	83	58	49	51	-	241
215 Three Oaks Senior High	-	-	-	-	-	-	-	-	-	317	333	348	-	998
220 Summerside Intermediate	-	-	-	-	-	-	221	218	178	-	-	-	27	644
221 Athena Consolidated	38	47	46	55	54	44	56	71	49	-	-	-	-	460
222 Miscouche Consolidated	20	16	24	23	33	27	28	36	28	-	-	-	-	235
231 Borden Elementary	24	27	29	18	26	28	22	19	-	-	-	-	-	193
232 Elm Street Elementary	102	48	68	74	64	70	-	-	-	-	-	-	-	426
233 Queen Elizabeth Elementary	73	62	69	70	73	60	-	-	-	-	-	-	-	407
234 Kinkora Elementary	27	33	36	27	29	25	33	30	-	-	-	-	-	240
236 Parkside Elementary	53	49	47	57	59	61	-	-	-	-	-	-	25	351
237 Greenfield Elementary	89	78	75	66	51	56	-	-	-	-	-	-	7	422
TOTAL UNIT 2	426	360	394	390	389	371	468	455	428	452	439	471	59	5,102

Table 1.1 Continued

REGIONAL ADMINISTRATIVE UNIT 3

SCHOOL CODE AND NAME

GRADES

	1	2	3	4	5	6	7	8	9	10	11	12	Special	Total
310	-	-	-	-	-	-	-	-	-	324	285	329	-	938
311	-	-	-	-	-	-	-	-	-	356	265	279	-	900
314	-	-	-	-	-	-	-	-	-	222	245	245	-	712
320	-	-	-	-	-	-	155	170	130	-	-	-	29	484
321	-	-	-	-	-	-	202	203	184	-	-	-	-	589
323	-	-	-	-	-	-	271	271	290	-	-	-	16	848
324	-	-	-	-	-	-	195	181	207	-	-	-	-	583
340	160	110	120	128	102	95	-	-	-	-	-	-	-	715
341	49	50	43	50	73	70	-	-	-	-	-	-	5	340
342	154	142	145	134	122	127	-	-	-	-	-	-	-	824
343	51	53	53	58	54	71	-	-	-	-	-	-	-	340
344	25	28	27	28	30	26	28	20	27	-	-	-	-	239
345	28	31	27	44	32	32	46	40	33	-	-	-	-	313
346	36	35	43	42	32	41	-	-	-	-	-	-	-	229
347	79	60	72	66	55	67	-	-	-	-	-	-	-	399
348	19	19	13	15	14	17	20	41	41	-	-	-	-	199
349	85	100	116	117	106	126	-	-	-	-	-	-	7	657
350	4	4	6	5	3	4	2	2	-	-	-	-	-	30
351	97	104	69	53	63	55	-	-	-	-	-	-	-	441
352	7	11	7	9	8	14	6	-	-	-	-	-	-	62
353	14	15	20	10	10	14	13	-	-	-	-	-	-	96
354	63	55	52	50	53	40	-	-	-	-	-	-	14	327
355	44	49	51	76	72	65	-	-	-	-	-	-	6	363
356	23	16	25	9	14	8	-	-	-	-	-	-	-	95
357	21	9	8	13	10	11	-	-	-	-	-	-	-	72
TOTAL UNIT 3														
	959	891	897	907	853	883	938	928	912	902	795	853	77	10,795

Table 1.1 Continued

REGIONAL ADMINISTRATIVE UNIT 4

SCHOOL CODE AND NAME	GRADES													Total
	1	2	3	4	5	6	7	8	9	10	11	12	Special	
410 Montague Junior/Senior High	-	-	-	-	-	-	93	87	259	186	211	214	8	1,058
411 Morell Regional High	-	-	-	-	-	-	-	-	86	70	80	89	12	337
412 Souris Regional High	-	-	-	-	-	-	-	-	104	97	87	112	-	400
440 Belfast Elementary	23	26	17	25	21	25	31	23	23	-	-	-	-	214
441 Cardigan Elementary	24	24	24	29	26	26	27	25	-	-	-	-	-	205
442 Dundas Elementary	13	22	20	15	27	20	21	14	-	-	-	-	-	152
443 Eastern Kings Elementary	25	25	22	11	26	26	23	16	-	-	-	-	-	174
444 Fortune Elementary	10	11	10	8	11	20	19	13	-	-	-	-	-	102
445 Georgetown Elementary	15	15	13	27	17	17	15	20	-	-	-	-	-	139
446 Montague Elementary	96	79	71	71	73	79	-	-	-	-	-	-	9	478
447 Morell Elementary	31	19	40	26	22	42	40	35	-	-	-	-	16	271
448 M. Stewart Elementary	9	13	12	19	13	19	11	5	-	-	-	-	-	101
449 Rolko Bay Elementary	16	15	23	20	16	24	24	26	-	-	-	-	-	164
450 Souris Elementary	39	28	36	55	35	39	42	51	-	-	-	-	7	332
451 Southern Kings Elementary	49	39	50	47	52	85	56	62	-	-	-	-	-	440
452 St. Peter's Elementary	17	13	16	10	15	15	15	18	-	-	-	-	-	119
453 St. Teresa's Elementary	9	7	9	5	9	1	8	6	-	-	-	-	-	54
454 Tracadie Cross Elementary	17	22	15	7	10	18	18	8	-	-	-	-	-	115
455 Vernon River Elementary	40	29	22	36	34	21	27	23	32	-	-	-	-	264
TOTAL UNIT 4	433	387	400	411	407	477	470	432	504	353	378	415	52	5,119

Table 1.1 Continued

REGIONAL ADMINISTRATIVE UNIT 5

SCHOOL CODE AND NAME	GRADES													Total
	1	2	3	4	5	6	7	8	9	10	11	12	Special	
510 Evangeline Regional High	-	-	-	-	-	-	-	-	48	35	48	35	-	166
530 Evangeline Elementary	42	44	32	37	38	37	42	46	-	-	-	-	-	318
TOTAL UNIT 5	42	44	32	37	38	37	42	46	48	35	48	35	-	484

PROvincially OPERATED SCHOOLS

SCHOOL CODE AND NAME	GRADES													Total
	1	2	3	4	5	6	7	8	9	10	11	12	Special	
680 School for the Hearing Impaired	-	-	-	-	-	-	-	-	-	-	-	-	11	11
681 Cerebral Palsy School	-	-	-	-	-	-	-	-	-	-	-	-	7	7
TOTAL	-	-	-	-	-	-	-	-	-	-	-	-	18	18

Table 1.1 Continued

PROVINCIAL VOCATIONAL HIGH SCHOOLS

SCHOOL CODE AND NAME	GRADES												Total
	1	2	3	4	5	6	7	8	9	10	11	12 Special	
791 Holland College	-	-	-	-	-	-	-	-	-	-	96	-	96
Summerside Centre	-	-	-	-	-	-	-	-	-	7	62	17	86
891 Holland College Royalty Centre	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-	-	-	-	7	158	17	182

NOTE: In addition to the 182 students taking the full-time vocational high school program, there are 579 Project Integration students attending vocational high schools half days who are enrolled in one of the other school board administered high schools.

Table 1.2

PUBLIC AND PRIVATE SCHOOLS
ELEMENTARY AND SECONDARY ENROLMENT BY AGE, GRADE AND SEX
OCTOBER 31, 1983

GRADES

AGE	1		2		3		4		5		6		7		8		9		10		11		12		Special		Total			
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M		
Under 6	227	219	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	228	219	447	
6	772	808	199	188	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	4	973	981	1954	
7	48	90	687	738	188	189	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	8	922	1028	1946	
8	1	4	58	105	644	701	200	160	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	11	906	981	1887	
9	-	-	7	10	86	171	644	674	165	165	1	1	-	-	-	-	-	-	-	-	-	-	-	-	8	8	911	1029	1940	
10	-	-	1	2	6	15	94	201	639	640	156	156	-	5	-	-	-	-	-	-	-	-	-	-	6	11	902	1000	1932	
11	-	-	-	-	-	-	14	38	108	222	667	634	131	144	-	-	-	-	-	-	-	-	-	-	-	5	7	985	1046	2001
12	-	-	-	-	-	1	2	8	9	43	119	255	709	702	174	132	-	-	-	-	-	-	-	-	-	8	12	1021	1153	2174
13	-	-	-	-	-	-	-	-	2	7	19	51	132	262	725	598	167	162	-	2	-	-	-	-	-	6	20	1061	1102	2153
14	-	-	-	-	-	-	-	-	-	-	5	13	35	88	134	236	686	596	178	120	3	5	-	-	-	11	16	1032	1063	2085
15	-	-	-	-	-	-	-	1	-	-	4	16	24	51	90	160	288	605	546	175	114	8	3	10	25	1026	1074	2100		
16	-	-	-	-	-	-	-	-	-	-	-	-	1	10	6	16	37	91	161	247	600	485	184	111	17	11	1006	971	1977	
17	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	7	21	37	93	156	238	647	468	8	6	666	666	1712	
18	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1	-	2	6	25	67	114	164	236	4	8	263	366	649	
19	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4	4	27	52	67	92	3	4	101	152	253		
20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1	-	11	8	12	23	1	3	25	36	60	
Over 20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4	28	16	44	2566
TOTALS	1046	1121	562	1023	922	1076	954	1064	924	1077	966	1114	1084	1227	1091	1073	1037	1131	994	1036	1058	1025	1111	963	93	158	1226	13120	25666	

Table 1.3

**PUBLIC AND PRIVATE SCHOOLS
ELEMENTARY AND SECONDARY ENROLMENT BY YEAR AND GRADE
1969-70 TO 1983-84**

	KIN.	1	2	3	4	5	6	7	8	9	10	11	12	SPEC.	COM.	TOTAL
1969 - 70	61	3035	2806	2595	2641	2588	2534	2644	2642	2434	1948	1675	1461	445	175	29,694
1970 - 71	97	3040	2886	2889	2640	2708	2596	2706	2574	2597	2090	1697	1449	558	221	30,746
1971 - 72	-	2771	2839	2765	2911	2728	2681	2659	2614	2737	2137	1723	1443	592	-	30,570
1972 - 73	-	2479	2515	2826	2742	3196	2648	2666	2526	2731	2220	1841	1472	265	-	30,127
1973 - 74	-	2149	2421	2452	2822	2751	2822	2792	2506	2653	2271	1872	1411	231	-	29,153
1974 - 75	-	2235	2128	2502	2535	2750	2815	2928	2618	2541	2237	2006	1492	208	-	28,995
1975 - 76	-	2284	2167	2222	2414	2547	2750	2906	2815	2640	2227	1919	1621	131	-	28,643
1976 - 77	-	2186	2245	2187	2230	2432	2558	2892	2821	2729	2343	1922	1682	152	-	28,359
1977 - 78	-	2269	2181	2215	2235	2243	2455	2667	2778	2727	2405	2079	1644	156	-	28,054
1978 - 79	-	2179	2229	2208	2176	2162	2296	2534	2566	2621	2512	2141	1708	160	-	27,492
1979 - 80	-	2056	2176	2236	2163	2179	2208	2389	2368	2411	2527	2249	1892	173	-	27,027
1980 - 81	-	2130	2022	2137	2274	2172	2181	2292	2238	2335	2301	2353	2013	236	-	26,684
1981 - 82	-	2018	2045	2051	2131	2238	2172	2285	2220	2138	2245	2170	2118	218	-	26,049
1982 - 83	-	2094	1966	2004	2044	2097	2235	2219	2201	2115	2087	2259	2042	233	-	25,596
1983 - 84	-	2169	1975	2000	2038	2001	2082	2321	2164	2168	2030	2083	2074	251	-	25,356

NOTE: Enrolments are for private and public schools, and include the high school grades of Prince of Wales College, as well as the provincial high schools.

Table 1.4

**PUBLIC AND PRIVATE SCHOOLS
COMPARISON OF STUDENT ENROLMENT BY AGE GROUP
OCTOBER 1979 - OCTOBER 1983**

AGE	1979	1980	1981	1982	1983
6	1913	1924	1978	1921	1954
7	2032	1923	1940	1882	1948
8	2147	2039	1915	1917	1887
9	2124	2173	2051	1917	1940
10	2075	2130	2173	2040	1932
11	2121	2086	2114	2158	2031
12	2124	2135	2109	2127	2174
13	2286	2119	2143	2108	2153
14	2435	2261	2119	2135	2095
15	2543	2383	2223	2090	2100
16	2352	2379	2195	2091	1977
17	1736	1877	1874	1752	1712

NOTE: Ages 6 to 17 only are included in the table since these represent the modal ages for grades 1 to 12.

Table 1.5

REGIONAL SCHOOL BOARDS
NUMBER OF STUDENTS IN FRENCH SECOND LANGUAGE COURSES
AS A PERCENTAGE OF UNIT AND PROVINCIAL PUBLIC SCHOOL ENROLMENTS BY GRADE
SEPTEMBER 1983

UNIT	GRADES						GRADES				GRADES			
	4	5	6	4-6	7	8	9	7-9	10	11	12	10-12	1-12	
1	Number	250	257	269	776	348	266	246	860	104	31	23	158	
	Percent	85.9	82.4	86.5	84.5	87.2	89.6	92.5	89.4	37.0	11.7	8.1	19.1	
2	Number	355	354	337	1046	439	455	395	1289	179	98	87	364	
	Percent	91.0	91.0	90.0	91.0	93.8	100.0	92.3	95.4	39.6	22.3	18.5	26.7	
3	Number	775	755	775	2305	783	752	794	2329	409	244	172	825	
	Percent	85.4	88.5	87.8	87.2	83.5	81.0	87.1	83.8	45.3	30.7	20.2	32.4	
4	Number	385	389	459	1233	462	428	434	1324	193	92	108	393	
	Percent	93.7	95.5	96.2	95.2	98.3	99.1	86.1	94.2	54.7	24.3	26.0	34.3	
Prov.	Number	1765	1755	1840	5360	2032	1901	1869	5802	885	465	390	1740	
	Percent	88.3	89.5	90.1	89.3	89.3	90.0	88.6	89.3	44.5	24.8	19.3	29.6	
Total														

NOTE: French second language courses are provincially authorized from grades 4 to 12 and do not include those students enrolled in French Immersion classes.

Table 1.6

REGIONAL SCHOOL BOARDS
NUMBER OF STUDENTS IN CLASSES WITH FRENCH AS LANGUAGE OF INSTRUCTION
AS A PERCENTAGE OF PROVINCIAL PUBLIC SCHOOL ENROLMENT BY GRADE
SEPTEMBER 1983

		GRADES												
		1	2	3	4	5	6	7	8	9	10	11	12	1-12
French/Bilingual Classes	Number	46	49	37	42	41	41	44	48	49	35	49	35	516
	Percent	2.1	2.5	1.9	2.1	2.1	2.0	1.9	2.2	2.3	1.7	2.4	1.7	2.1
French Immersion Classes	Number	322	268	236	226	197	192	186	151	78	22	18	18	1914
	Percent	14.9	13.6	11.8	11.1	9.9	9.2	8.0	7.0	3.6	1.1	0.9	0.9	7.6
Provincial Total	Number	368	317	273	268	238	233	230	199	127	57	67	53	2430
	Percent*	17.0	16.1	13.7	13.2	11.9	11.2	9.9	9.2	5.9	2.8	3.2	2.6	9.7

* Figures may not add due to rounding.

Table 1.7

REGIONAL SCHOOL BOARDS
STUDENT ENROLMENT IN FRENCH SECOND LANGUAGE COURSES
CONVERTED TO FULL-TIME EQUIVALENTS*
AS A PERCENT OF PUBLIC SCHOOL ENROLMENTS BY GRADE

GRADE	1981 - 82			1982 - 83			1983-84		
	GRADE ENROLMENT	F.T.E. FRENCH ENROLMENT	PERCENT OF GRADE	GRADE ENROLMENT	F.T.E. FRENCH ENROLMENT	PERCENT OF GRADE	GRADE ENROLMENT	F.T.E. FRENCH ENROLMENT	PERCENT OF GRADE
1	2011	12.1	.60	2086	6.3	.30	2165	9.4	.43
2	2038	14.2	.70	1961	10.0	.51	1975	7.3	.37
3	2046	17.7	.87	1969	19.4	.97	1995	20.8	1.04
4	2127	97.3	4.57	2039	106.8	5.24	2036	113.7	5.58
5	2233	137.6	6.16	2094	125.8	6.01	1999	116.8	5.84
6	2163	145.8	6.74	2230	137.1	6.15	2079	129.1	6.21
7	2274	186.5	8.20	2204	190.2	8.63	2317	197.9	8.54
8	2211	189.4	8.57	2190	189.9	8.67	2158	188.9	8.75
9	2133	166.4	7.80	2112	185.7	8.79	2158	196.1	9.09
10	2245	133.7	5.96	2087	105.7	5.06	2030	125.9	6.20
11	2169	60.7	2.80	2259	69.3	3.07	2083	65.2	3.13
12	2118	48.1	2.27	2040	42.2	2.07	2074	54.2	2.61
TOTAL	25788	1209.2	4.69	25301	1188.4	4.70	25089	1225.3	4.89

* The number of students taking French as a second language is converted to full-time equivalents by multiplying the number of students by the number of minutes per week and dividing by 1500 (25 hrs./week).

Table 1.8

**FULL-TIME VOCATIONAL HIGH SCHOOL PROGRAM ENROLMENT
BY SCHOOL, GRADE AND PROGRAM
OCTOBER 31, 1983**

	World of Work	Cosmetology	Retail Sales	Business Education	Carpentry	Drafting	Micro-computers	Electronics	Clothing Construction	Motor Vehicle Repair	Welding	Plumbing	TOTALS
Holland College Royalty Centre:	7	-	-	-	-	-	-	-	-	-	-	-	7
Grade 10													
Grade 11, Post 10	1	16	-	-	-	8	12	-	-	12	13	-	62
Grade 12, Post 11	-	-	-	17	-	-	-	-	-	-	-	-	17
Holland College Summerside Centre:													
Grade 11, Post 10	-	14	10	12	6	13	14	8	10	1	5	3	96
TOTAL	8	30	10	29	6	21	26	8	10	13	18	3	182

NOTE: In addition to the 182 students taking the full-time vocational high school program, there are 579 Project Integration students attending vocational high schools half days who are enrolled in one of the other school board administered high schools.

Table 1.9

PUBLIC AND PRIVATE SCHOOLS
STUDENTS WHO LEFT SCHOOL PRIOR TO GRADE 12 GRADUATION
BY AGE, GRADE AND SEX
SEPTEMBER 1, 1983 - JUNE 30, 1984

GRADE

AGE	1		2		3		4		5		6		7		8		9		10		11		12		Special		Total			
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total	
Under 14	1	6	-	2	4	-	2	4	5	7	2	4	1	1	-	1	1	-	1	-	-	-	-	-	-	-	-	18	23	41
14	-	-	-	-	-	-	-	-	1	1	-	-	8	3	2	5	1	1	-	-	-	-	-	-	-	1	12	11	23	
15	-	-	-	-	-	-	-	-	-	-	6	-	20	4	11	12	10	18	2	2	-	1	-	-	3	-	52	37	89	
16	-	-	-	-	-	-	-	-	1	1	10	6	-	3	20	12	32	13	32	23	10	9	1	1	-	106	66	171		
17	-	-	-	-	-	-	-	-	-	-	-	-	3	-	6	3	24	7	47	42	50	28	3	7	3	5	136	92	228	
18	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-	7	5	46	19	56	29	40	30	1	152	83	235		
Over 18	-	-	-	-	-	-	-	-	-	-	-	-	1	-	2	-	1	-	21	6	56	33	81	63	4	1	166	103	269	
TOTALS	1	6	-	2	4	-	2	4	5	1	12	8	44	17	44	33	75	45	149	92	172	100	125	101	11	7	942	414	1056	

NOTE: All students reported in this table have discontinued their education in the public and private schools of the province prior to graduation and did not report that they would be continuing their studies elsewhere.

Table 2.1

REGIONAL SCHOOL BOARDS
NUMBER OF FULL-TIME EQUIVALENT INSTRUCTIONAL PERSONNEL
BY CERTIFICATE AND YEARS OF TEACHING EXPERIENCE
SEPTEMBER 1983

Certificate	Total	Less Than 1 Year	1	2	3	4	5	6	7	8	9	10-14	15-19	20-24	25-29	30-34	35 +
C2	19.65	-	-	-	.25	-	-	-	-	.60	-	1.30	6.00	4.50	5.00	2.00	-
C3	34.42	-	-	-	-	-	-	-	-	-	-	5.67	7.00	8.00	10.25	3.50	-
C4	285.12	14.15	5.20	1.50	12.05	11.30	9.00	9.00	8.00	12.47	9.00	42.10	64.35	50.00	26.00	9.00	2.00
C5	671.58	7.90	10.40	10.25	13.50	18.00	22.50	19.50	38.00	40.03	41.45	191.80	128.50	81.50	42.50	3.75	2.00
C5A	181.41	-	-	2.00	2.00	1.00	3.00	2.00	9.00	4.00	7.60	52.83	36.80	37.10	9.33	11.50	3.25
C6	166.13	1.00	-	1.00	-	2.00	2.00	-	6.00	4.50	9.00	38.10	45.20	29.50	14.00	12.00	1.83
Voc. C1B	2.00	1.00	-	-	-	-	-	-	-	-	-	-	1.00	-	-	-	-
Voc. C2A	4.00	-	-	-	-	-	-	2.00	-	-	-	-	2.00	-	-	-	-
Voc. C2B	5.75	-	.75	-	-	3.00	1.00	-	-	-	-	-	1.00	-	-	-	-
Voc. C3B	5.00	-	-	1.00	-	-	-	1.00	-	1.00	1.00	-	-	-	-	-	-
Voc. C4B	2.00	-	-	-	-	-	-	-	1.00	-	-	-	-	-	-	-	-
Voc. C5A	1.00	-	-	-	-	-	-	-	-	-	-	1.00	-	-	-	-	-
Voc. C5B	2.00	-	-	-	1.00	-	-	-	-	-	-	1.00	-	-	-	-	-
Voc. C6B	2.00	-	1.00	-	-	-	-	-	-	-	-	1.00	-	-	-	-	-
TOTALS	1382.06	24.05	17.35	15.75	28.80	35.30	37.50	33.50	62.00	62.60	69.05	335.80	291.85	210.60	107.08	41.75	9.08

NOTE: Instructional Personnel includes all certified teaching and supervisory staff, both school-based and board-based.

SOURCE: Educational Staff Records, Department of Education

Table 2.2

**NUMBER OF FULL-TIME EQUIVALENT INSTRUCTIONAL PERSONNEL
BY CERTIFICATE, SEX AND AVERAGE SALARY
SEPTEMBER 1983**

CERTIFICATE	MALES			FEMALES			TOTAL		
	NUMBER	PERCENT	AVERAGE SALARY	NUMBER	PERCENT	AVERAGE SALARY	NUMBER	PERCENT	AVERAGE SALARY
C2	1.00	.1	18,239	18.65	1.3	18,257	19.65	1.4	18,256
C3	1.50	.1	21,659	32.92	2.4	21,655	34.42	2.5	21,655
C4	42.10	3.0	23,625	243.02	17.6	25,677	285.12	20.6	25,374
C5	309.10	22.4	29,925	362.48	26.2	29,305	671.58	48.6	29,590
C5A	104.00	7.5	32,820	77.41	5.6	32,357	181.41	13.1	32,622
C6	124.00	9.0	36,379	42.13	3.0	34,390	166.13	12.0	35,926
Voc. C1B	2.00	.1	23,779	-	-	-	2.00	.1	23,779
Voc. C2A	-	-	-	4.00	.3	23,163	4.00	.3	23,163
Voc. C2B	5.75	.4	26,997	-	-	-	5.75	.4	26,997
Voc. C3B	5.00	.4	30,036	-	-	-	5.00	.4	30,036
Voc. C4B	2.00	.1	32,533	-	-	-	2.00	.1	32,533
Voc. C5A	1.00	.1	28,508	-	-	-	1.00	.1	28,508
Voc. C5B	2.00	.1	32,539	-	-	-	2.00	.1	32,539
Voc. C6B	2.00	.1	32,542	-	-	-	2.00	.1	32,542
TOTALS	601.45	43.5	31,251	780.61	56.5	28,145	1,382.06	100.0	29,497

NOTE: Instructional Personnel includes all certified teaching and supervisory staff, both school-based and board-based.

SOURCE: Educational Staff Records, Department of Education

Table 3.1

REGIONAL SCHOOL BOARDS
NUMBER OF FULL-TIME EQUIVALENT EMPLOYEES BY CATEGORY AND AVERAGE SALARY
1983 - 84

	UNIT 1		UNIT 2		UNIT 3		UNIT 4		UNIT 5		TOTAL	
	No.	Average Salary	No.	Average Salary	No.	Average Salary	No.	Average Salary	No.	Average Salary	No.	Average Salary
Clerical	15.3	14,949	22.1	15,185	38.33	16,634	21.4	14,597	2.25	7,222	99.38	15,627
Janitorial	30.1	15,550	39.5	16,911	59.9	15,870	34.9	15,864	5.0	15,528	169.4	16,045
Transportation	70.0	11,334	59.0	11,301	108.0	10,067	84.0	11,601	9.0	11,364	330.0	10,962
Board Based Supervisory												
Non-Instructional	3.0	31,462	3.0	31,462	3.0	31,462	3.0	31,341	1.0	25,362	15.0	30,965
Instructional	3.66	38,278	4.0	41,996	9.0	32,109	4.0	40,677	2.0	37,563	22.66	36,845
Teachers	203.84	28,460	278.0	29,455	576.19	29,872	279.37	28,944	31.0	29,451	1,359.4	29,375
Unit Totals	325.9	23,093	405.6	24,954	785.42	25,467	426.67	23,867	50.25	24,520	1,993.84	24,608

Table 3.2

REGIONAL SCHOOL BOARDS **TRANSPORTATION STATISTICS 1981-82 TO 1983-84**

SCHOOL BOARD OWNED BUSES

	1981-82	1982-83	1983-84
1. Number of Operational Buses	327	317	314
2. Seating Capacity of Buses Used	19,668	19,130	19,058
3. Number of Students Transported	18,677	19,077	19,206
4. Kilometers Per Day Regular Route	23,103	23,430	23,770
5. Kilometers Per Year Regular Route	4,198,481	4,334,708	4,309,642
6. Kilometers Per Year - Extra Curricular Use	351,170	435,919	389,818
7. Total Kilometers Per Year (5 + 6)	4,549,651	4,770,625	4,699,260
8. Cost of Salaries and Benefits	\$4,029,887	\$4,441,062	\$4,510,919
9. Cost of Bus Operation*	\$1,772,553	\$1,888,183	\$1,984,666
10. Total Transportation Operational Cost (8 + 9)	\$5,802,440	\$6,329,245	\$6,475,585
11. Average Number of Students Per Bus (3 ÷ 1)	57.1	60.18	61.17
12. Average Number of Yearly Kilometers Per Bus (7 ÷ 1)	13,913	15,049	14,966
13. Operational Cost Per Bus (9 ÷ 1)	\$ 5,421	\$ 5,956	\$ 6,257
14. Operational Cost Per Kilometer (9 ÷ 7)	\$ 0.39	\$ 0.40	\$ 0.42
15. Total Transportation Operational Cost Per Student Transported (10 ÷ 3)	\$ 310.67	\$ 331.77	\$ 337.17

* Bus Operation Costs are for regular route and extra curricular use.

Table 3.3

**REGIONAL SCHOOL BOARDS
INVENTORY OF SCHOOL BUSES
1983 - 84**

	NUMBER OF BUSES ON HAND JULY 1, 1983	BUSES SOLD SINCE JULY 1, 1983	OTHER BUSES REMOVED FROM INVENTORY	NEW BUSES ORDERED	DELIVERED	NUMBER OF BUSES ON HAND JUNE 30, 1984	COST OF NEW BUSES ORDERED
UNIT 1	73	5	1	5	5	72	\$ 212,877
UNIT 2	63	4	-	5	4	63	\$ 139,800
UNIT 3	118	6	2	9	9	119	\$ 358,470
UNIT 4	98	12	2	7	9	93	\$ 275,901
UNIT 5	10	1	-	1	1	10	\$ 34,503
TOTAL	362	28	5	27	28	357	\$1,021,551

Table 3.4

TOTAL EXPENDITURE FOR REGIONAL SCHOOL BOARDS

(July 1 - June 30)

	1981-82	1982-83	1983-84
ADMINISTRATIVE EXPENSE			
Salaries	\$ 2,263,440	\$ 2,668,120	\$ 2,636,695
Operating	683,118	727,466	754,397
	<u>\$ 2,946,558</u>	<u>\$ 3,395,586</u>	<u>\$3,391,092</u>
INSTRUCTIONAL EXPENSE			
Salaries	\$40,020,204	\$44,894,722	\$44,832,975
Operating	957,374	1,137,558	995,052
	<u>\$40,977,578</u>	<u>\$46,032,280</u>	<u>\$45,828,027</u>
SCHOOL MAINTENANCE and OPERATION EXPENSE			
Salaries	\$ 2,827,296	\$ 3,306,875	\$ 3,411,576
Operating	4,559,515	4,773,990	4,886,229
	<u>\$ 7,386,811</u>	<u>\$ 8,080,865</u>	<u>\$ 8,297,805</u>
TRANSPORTATION EXPENSE			
Salaries	\$ 4,064,446	\$ 4,459,240	\$4,510,919
Operating	1,747,617	1,915,329	1,978,345
	<u>\$ 5,812,063</u>	<u>\$ 6,374,569</u>	<u>\$ 6,489,264</u>
CAPITAL			
Capital Equipment and Renovations	\$ 440,273	\$ 1,321,602	\$ 1,082,008
Bus Purchases	528,051	800,594	1,065,683
Debit Retirement	4,332,937	5,197,276	5,608,839
	<u>\$ 5,301,261</u>	<u>\$ 7,319,472</u>	<u>\$ 7,737,540</u>
	<u>\$62,424,271</u>	<u>\$71,202,772</u>	<u>\$71,743,728</u>

NOTE: Depreciation of buildings and furniture is not included under school maintenance and operation expense. Depreciation of buses and other vehicles is not included under transportation expense.

Table 3.5

SUMMARY OF STUDENT AID BY ACADEMIC YEAR

	CANADA STUDENT LOAN	P.E.I. BURSARY	TOTAL
August 1, 1983 - July 31, 1984			
Number Issued	1987	1064	1987 (ASSISTED)
Amount	\$4,243,715	\$1,165,380	\$5,409,095
August 1, 1982 - July 31, 1983			
Number Issued	1846	1246	1846 (ASSISTED)
Amount	\$2,912,868	\$1,476,446	\$4,389,314
August 1, 1981 - July 31, 1982			
Number Issued	1553	877	1553 (ASSISTED)
Amount	\$2,430,090	\$ 909,897	\$3,339,987